



# **Broward Community College 2000 - 2001 Student Handbook and Planner**

# From the President:



## BROWARD COMMUNITY COLLEGE

Opening doors to a brighter future

Office of the President • Downtown Center  
(954) 761-7401 • Fax (954) 761-7576 • [wholcomb@broward.cc.fl.us](mailto:wholcomb@broward.cc.fl.us)

Dear Student:

Welcome to Broward Community College! We are very pleased that you have selected our College to help you reach your goals and we will work hard to convince you that you made the right choice.

Broward Community College is a vigorous institution with a proven performance record for 40 years. The College offers programs for those student planning to transfer to upper-division institutions, for others who plan to pursue and continue careers in this area, and for those seeking personal enrichment or professional improvement. We have gained a national reputation as a leading urban, comprehensive community college serving the diverse higher education needs of Broward County.

Broward Community College is a teaching institution, and your individual learning is our most important concern. We encourage you to call on us to assist you in every possible way as you pursue your goals. Please make sure that you use the resources available to you as a student at BCC. We want you to succeed.

On behalf of the entire College family, let me extend a most cordial welcome. Together, we can make your college experience a pleasant and rewarding one.

I look forward to seeing you on campus.

Sincerely,

Willis Holcombe  
President



[www.broward.cc.fl.us](http://www.broward.cc.fl.us)

**A. HUGH ADAMS  
CENTRAL CAMPUS**  
3501 Southwest Davie Road  
Davie, FL 33314

**DOWNTOWN CENTER**  
225 East Las Olas Boulevard  
Fort Lauderdale, FL 33301

**NORTH CAMPUS**  
1000 Coconut Creek Boulevard  
Coconut Creek, FL 33066

**JUDSON A. SAMUELS  
SOUTH CAMPUS**  
7200 Hollywood/Pines Boulevard  
Pembroke Pines, FL 33024

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

# Mission Statement

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfills this mission through its commitment to student achievement, lifelong learning, academic excellence, and the use of current technology.

## Board of Trustees



Back Row - Left to Right Lourdes Garrido, Levi Williams, Cheryl Krause  
Front Row - Left to Right Paul Anderson (Vice-chair),  
Georgette Sosa Douglass (Chair)

BCC Official Website  
**[www.broward.cc.fl.us](http://www.broward.cc.fl.us)**



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# BCC Telephone Numbers

	<u>North</u>	<u>Central</u>	<u>South</u>	<u>DTC</u>
Academic Advisement	973-2305	475-6528	963-8875	761-7491
Admissions	973-2240	475-6874	963-8838	761-7465
Bailey Hall	***_****	475-6884	***_****	***_****
BCC Emergency Hotline	476-4900	476-4900	476-4900	476-4900
Bookstore	973-2224	475-6830	963-8830	355-5204
Cashier's Office	973-2213	475-6545	963-8830	761-7418
Career Center	973-2272	***_****	963-8865	761-7418
Computer Lab	973-2255	475-6715	963-8887	***_****
Communications	973-2370	475-6558	963-8986	***_****
Continuing Education	973-2204	475-6566	963-8815	761-7555
Counseling Center	973-2305	475-6524	963-8876	***_****
Disability Services	973-2313	475-6527	963-8913	761-7555
English	973-2385	475-6637	963-8904	***_****
Financial Services	973-2330	475-6573	963-8846	761-7580
Foreign Services Lab	973-2370	475-6558	963-8909	***_****
Honors Institute	973-2236	475-6613	963-8873	***_****
International Student Affairs	973-2207	475-6528	963-8996	***_****
Intramural Sports	973-2325	423-6434	963-8973	***_****
Job Placement	973-2282	475-6959	963-8866	***_****
Learning Resources	973-2260	475-6660	963-8909	761-7595
Library	973-2250	475-6648	963-8825	***_****
Math Lab	973-2391	475-6645	963-8920	***_****
Mentor Program	973-2367	475-6584	963-8875	***_****
The Observer	973-2337	475-6700	963-8877	***_****
Omni Auditorium	973-2249	***_****	***_****	***_****
Open College	475-6564	475-6564	475-6564	***_****
P'an Ku	***_****	***_****	986-8044	***_****
PAR Telephone Registratrion	467-3660	467-3660	467-3660	467-3660
Planetarium	***_****	475-6581	***_****	***_****
Reading Lab	973-2392	475-6558	963-8909	***_****
Registration	973-2240	475-6865	963-8835	761-7465
Security	973-2229	475-6626	963-8811	761-7419
Student Affairs	973-2300	475-6522	963-8903	761-7491
Student Government	969-2012	475-6846	963-8941	***_****
Student Life	973-2325	423-6434	963-8973	761-7321
Student Success	973-2367	475-6570	963-8875	***_****
Veterans Affairs	973-2209	475-6554	963-8868	***_****
Weekend College	475-6564	475-6564	475-6564	***_****
Writing Lab	973-2279	475-6596	***_****	***_****

# Campus Directory

## North Campus

Function	Name	Telephone	Bldg/Rm
Provost	Dr. Larry McFarlane	973-2201	49/208
Dean of Academic Affairs	Dr. Shelby Lee	973-2381	47/318
Dean of Business Affairs	Dr. Ed Henn	968-2403	49/201
Dean of Student Affairs	Peter Barbatis	973-2300	46/219

### Department Heads

Business Administration	Jerry Schwartz	973-2365	51/225
Communication/ Visual Arts	Jerry Elam	973-2379	47/213
English	Casey Gilson	973-2375	47/313
Mathematics	Dr. Linda Horner	973-2286	57/112
Reading/ESL/SLS	Elaine Caplan	973-2393	47/104
Science Department	Fuad Kahn	973-2339	57/123
Program Manager Wellness Edu./Athletics	Carlton Byrd	968-2431	60/302
Soc./ Beh. Sciences/ Early Childhood/ Edu./ Phil./ Rel.	Dr. Kevin Keating	973-2269	56/211
Director Library/ LRC	Dr. Bud Call	973-2271	62/209
Director of International Education	Dr. William Greene	973-2206	49/205

## Central Campus

Function	Name	Telephone	Bldg/Rm
Provost	Dr. Patricia Caldwell	475-6510	01/157
Dean of Academic Affairs	Dr. Lois Bolton	475-6513	01/164
Dean of Business Affairs	Dr. John Stancil	475-6624	01/115
Dean of Student Affairs	Dr. Carol Ross-Black	475-6522	07/127

### Department Heads

Performing Arts	Dr. Lee Barrow	475-6840	04/130
MFL/ Speech/ Journalism	Dr. Irm Brocchino	475-6559	07/209
Mathematics	John Bray	475-6631	06/249
Criminal Justice	Elaine Cohen	475-6803	22/115
Natural Sciences/ Wellness	Susan Finazzo	475-6964	14/117
Computer Science/ Engineering	Bill Minervini	475-6608	13/124
English	Joel Nydahl	475-6642	06/125
ESL/ Reading/ SLS	Dr. Ben Popper	475-6733	07/151
Social Sciences	Winston Thompson	475-6418	01/122
Behavioral Sciences	Mark Thomas	475-6726	01/146
Business Administration	Peggy Turcotte	475-6887	09/136

## South Campus

Function	Name	Telephone	Bldg/Rm
Provost	Dr. Mont Smith	963-8800	T-401
Dean of Academic Affairs	Dr. Melba Ramos	963-8888	T-401
Dean of Business Affairs	Dr. Ernest Bryant	986-8001	T-402
Dean of Student Affairs	Susan Malter	963-8903	68/207

### Department Heads

Automotive Technology	Tom Keller	963-8886	99/115
Aviation Institute	Ursula Davidson	986-8085	99/118
Business Administration	Dr. Deborah Hopkins	963-8915	85/101
Communications/ Humanities	Dr. Allen Witt	963-8892	83/101
English/ Journalism	Dr. Ernestine Robinson	963-8891	69/211
LRC	Terri Justice	963-8909	72/136
Mathematics	Dr. Hank Martel	963-8894	69/243
Office Systems/ Multi- Media Technology	Dr. Deborah Hopkins	963-8842	70/213
Science/ Wellness	Dr. Hank Martel	963-8894	69/243
Social/ Behavioral Science	Dr. Sonia Nieves	963-8901	69/233



## Downtown Center

Function	Name	Telephone	Bldg/Floor
Downtown Administrator	Linda Liberman	761-7402	31/3rd
Coordinator of Student Affairs	Mindy Tilles	761-7420	31/1st
Coordinator of Learning Resource Center		761-7565	31/5th
Student Financial Services	Alicia Smith	761-7580	31/1st
Testing	Michael Gross Mindy Tilles	761-7495	31/1st
Registration and Admissions		761-7321	31/1st
Student Life	Lamar Spalding	761-7321	31/1st
Cashier	April Townsend	761-7418	31/1st
Mentor Program	Marsha Lynch Mindy Tilles	761-7327 761-7420	31/1st
Disability Services	Jean McCormick Beverly Cranmer	761-7555 761-7517	31/3rd

# Student Affairs

Broward Community College welcomes you and hopes that you will use your time, talents, and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty, and administration, will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance, and enrichment.

## Student Affairs Administration

- Robert Cabello .....Vice President for Student Affairs  
District Office, 3rd Floor  
761-7486
- Barbara J. Bryan .....Associate Vice President for Student Affairs  
District Office, 3rd Floor  
761-7471
- Neil Cohen.....Director of Student Affairs, Programs, Services. and  
Organizations  
District Office, 2nd Floor  
761-7325
- Peter Barbatis.....Dean of Student Affairs  
North Campus  
Bldg. 46, Room 219  
973-2300
- Dr. Carol Ross-Black.....Dean of Student Affairs  
Central Campus  
Bldg. 7, Room 127  
475-6522
- Susan Malter .....Dean of Student Affairs  
South Campus  
Bldg. 68, Room 207  
963-8903
- Mindy Tilles .....Coordinator of Student Affairs  
Downtown Center  
Bldg. 31, Room 127  
761-7420

# Academic Advisement

Take advantage of the services, staff, and resources available for your benefit. Our doors are open to stop by for information, advice, and help in making academic, personal, and career decisions.

Academic advisement is available to all students. Academic advisors help students plan their program of study, select individual courses, and assess their progress as they continue their studies. Counselors also help students explore their attitudes and interests as they relate to their academic, social and emotional life.

## International Student Advisors

North Campus	Jennie D'Anjou.....	973-2307
Central Campus	Advisement Office.....	475-6526
South Campus	Denise Brown.....	963-8938
Downtown Center	All Advisors.....	761-7468

# Counseling Center

The Counseling Center provides opportunities for students to grow as individuals, and helps them to explore their attitudes and interests as they relate to their academic, social and emotional life. Career exploration and personal counseling are available to students at no charge. The counselors are sensitive to the needs of a diverse population and invite you to take advantage of their services. Contact the Advisement office for an appointment on your campus. Phone numbers are listed in the front of this handbook.

To make an appointment with the Counseling Center, call the Advisement office on your campus. You can reach North Campus at 973-2305, Central Campus at 475-6526, South Campus at 963-8875, or the Downtown Center at 761-7491.

# Office of Student Success

Through the Office of Student Success students receive career, academic and personal counseling, individualized plans for success, tutoring, financial aid information, support group sessions, work study placement and other services to enhance success.

Contact the office on your campus for more information:

**Terri Avent**  
North Campus  
973-2367

**Elena Starson**  
Central Campus  
475-6570

**Minerva Cassanas-Simon**  
South Campus  
963-8994

## The Mentor Program

The Mentor Program promotes the achievement of a quality education while providing a nurturing environment that helps students reach their full potential. The program offers myriad of support services.

- ◆ Mentor/Mentee Pairing
- ◆ Free Tutoring
- ◆ Success Skills and Personal Growth Workshops
- ◆ Study/Support Groups
- ◆ Scholarship Information/Computerized Scholarship Locations
- ◆ Referrals made for Counseling, Career Services, and Financial Services

For more information, contact the Mentor Program office on your campus:

North Campus  
46/220  
973-2353

South Campus  
68/204  
963-8857

Central Campus  
7/240  
475-6584

DTC  
31/ 1st Floor  
761-7491



# Disability Services

As an Equal Access/Equal Opportunity Institution, Broward Community College assures students with disabilities equal access to all college programs, activities and services. Individuals who plan to attend BCC should contact the Disability Services Advisor on the campus they plan to attend. The Disability Services Advisors will inform students about laws protecting qualified individuals with disabilities, as well as identify for them the college personnel who assist in maintaining nondiscrimination policies. In addition they will facilitate the provision of appropriate accommodations based upon documented individual needs.

Some of the services available are note-taking, specialized testing, sign language interpreters, readers, scribes, tutoring, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives. In order to avail oneself of the special services, a student must register with Disability Services on their campus and provide the Advisor with recent documentation of their disability. Students receiving assistance from Vocational Rehabilitation or Division of Blind Services are required to apply for financial assistance at Broward Community College. For more information contact the Disability Services Specialist on your campus:

## **Central Campus**

Barbara Bazinsky  
Jayne Rotman  
Miriam Peden  
Bldg. 7, Rm. 133  
475-6527, 6876,  
or 6569

## **Downtown Center**

Beverly Cranmer  
Learning Disability  
Specialist  
Bldg. 31 Rm. 330  
761-7517

## **College Wide**

Deaf Services  
Melissa Hoffman  
423-6446 ( TDD )  
475-6766 ( VOICE )

## **North Campus**

Laura Ruben  
Bldg. 46  
Rm. 213  
973-2313

## **South Campus**

Bldg. 68 Rm. 226  
963-8913

# Student Financial Services

Student Financial Services provides funding to assist students in meeting the cost of obtaining an education at Broward Community College. Information on federal, state, and college grants, loans, employment, and scholarships is available. Assistance in understanding and completing the necessary forms is provided. Applications for financial assistance must be submitted each year. Priority consideration is given to those applications filed before **April 15**. Students needing financial help to attend or continue as a student at BCC should speak with a Student Financial Service Advisor.

**Financial aid information is now available online at:  
[www.broward.cc.fl.us/dtc/sa](http://www.broward.cc.fl.us/dtc/sa)**

At the Student Financial Services site, students can access information on how to apply, research available scholarships, check on their Stafford loan status, explore transfer scholarships, seek out employer tuition assistance programs, and participate in required entrance and exit loan counseling.

## **Student Grants**

Grants based on financial need do not have to be paid back. BCC administers Federal Pell grants, Federal SEOG grants and Florida assistance grants.

## **Loans**

Federal Stafford Loans are available from participating banks, credit unions, and other lenders. At Broward Community College, a student may borrow from \$2,625 during their freshman year to \$3,500 during their sophomore year. Loans must be repaid and additional amounts may be available to eligible students.

## **Scholarships**

Scholarships are based on academic merit (GPA, SAT scores), service to the College, and/or financial need. Students can apply for scholarships by visiting our website. Scholarships are also advertised on campus bulletins.

## **Student Employment**

Work-study programs at BCC provide part-time jobs on and off campus for students to enable them to earn part of their college expenses while gaining valuable experience. For on-campus employment, students work up to 20 hours a week. The off-campus employment program places students in areas pertaining to their fields of study.

## **Veterans Affairs**

Broward Community College is approved by the State of Florida for Veterans training in all of our Associate of Arts degree programs, most of our Associate of Science programs and several certificate programs.

The BCC office of Veteran Affairs is ready to process your veteran's benefits. We are committed to providing the honorably discharged veteran and their eligible dependents with services to help them with their educational goals. Financial Aid advisors on every campus are available to accept your paperwork and answer basic questions about the Montgomery GI Bill as well as other veteran education programs. The Veterans advisor is available to answer the more comprehensive questions or refer the student to the Department of Veteran Affairs. Please pick up a copy of the "Veteran's Affairs" booklet at any campus Student Financial Services Office.

## **Return of Title IV Funds Policy**

The Federal Return of Funds policy applies to any student who has withdrawn from all Broward Community College classes in a term, or is receiving any form of Title IV Aid (Pell Grant, Supplemental Grant, Federal Work Study, Stafford Subsidized and Unsubsidized Loans).

The office of Student Financial Services will use the Federal refund formula to determine the percentage of funds that were earned for the portion of the term enrolled. If a student has received more aid than he or she earned, federal law requires that the student must repay the college within 45 days of notification or lose eligibility for future aid payments. For copies of the complete policy please go to your campus Office of Student Financial Services.

**North Campus**  
48/210  
973-2330

**South Campus**  
69/118  
963-8846

**Central Campus**  
07/148  
475-6573

**DTC**  
1st Floor/110D  
761-7580

# Student Life

The Student Life offices are located in Building 68 on South Campus, Building 46 on North Campus, First Floor at the Downtown Center, and in Building 7 on Central Campus. Student Life provides students with a variety of extracurricular and co-curricular experiences. Generally, office hours are 9 A.M. to 4 P.M. Monday through Friday. Evening and weekend office hours vary by campus. Please consult the office on your campus. Services provided by the Student Life offices may include bulletin boards, lost and found, game room, recreation equipment checkout and applications for new clubs and organizations. In addition, information is available on all clubs and organizations, leadership retreats, special events, and intramurals. All of these programs and services are available to any current student possessing a fee card.

For more information contact your local Student Life Coordinator.

## **Central Campus**

Liz Atchinson  
475-6967

## **Downtown Center**

Lamar Spalding  
761-7321

## **North Campus**

Mareta Sizemore  
973-2325

## **South Campus**

Charles Lyle  
963-8997

# Student ID Cards

Broward Community College will introduce the first Photo ID card in its history. The BCC Card, scheduled to debut September 2000, will not only serve as the official student ID card of BCC, but will also serve as a learning lab ID and hour tracking card. This ID card will also serve as your ticket to activities, services and programs across all four campuses.

Check with the Student Life Office on your campus for ID Office locations and hours of operations.



# Student Clubs and Organizations

The College encourages and promotes membership in a wide variety of student organizations representing the full spectrum of social, religious and political thought and action, as long as membership enhances the student's academic goals. In their efforts to recruit student members, organizations are required to disclose to prospective members the following information upon the initial contact with prospective members:

- All financial costs associated with membership.
- The average number of hours per week members are expected to donate to organizational pursuits.
- The academic performance expectations of members.
- Any sponsorship or linkage with any organization outside the college and whether or not membership in other organizations is expected.
- The names and affiliations of all advisors who are not employed by Broward Community College.
- An explicit statement that the organization will not tolerate hazing or other prohibited activities defined in college policies.
- The organization must affirm that in harmony with the freedom of choice embodied in college policy, the organization will in no way force or coerce either physically or emotionally in its solicitation for membership, or in the execution of its activities as a student organization at Broward Community College. All registered student organizations will be required to sign a statement of compliance.

Students enrolled at Broward Community College are free to join associations which promote their common interest, as long as:

- 1) The policies, purposes, and principles of the organization are consistent with the general philosophies and principles of free institutions in a democratic society.
- 2) Membership in the organization is open to all bonafide students at the College without respect to race, creed, or national origin.
- 3) A statement of purpose, constitution and bylaws containing criteria for membership, rules or procedures and a current list of officers are filed with the Campus Coordinator of Student Life. The bylaws of every organization

operating under the sanction of the College shall include the anti-hazing policy, rules, procedures and penalties of the college community.

- 4) The membership, policies and actions of the organizations are determined by vote of only those persons who hold bonafide membership in the College.
- 5) A full-time faculty, staff, or administrator is selected and agrees to serve as the organization's advisor.
- 6) The association, club or organization has registered as a student organization through appropriate administrative channels with the Campus Coordinator of Student Life.
- 7) All extramural affiliations and associations of student organizations are stated explicitly in their petition and constitution and also in any written material or advertisements distributed by such student organizations.
- 8) Recruitment and membership policies and practices are free of deception, coercive tactics or mind control techniques.
- 9) A student must be currently enrolled, in good academic standing, and have a grade point average of at least 2.0 to participate in student organizations.

The College will ensure that students and student organizations remain free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Organizations are free to invite and hear any person of their choosing provided:

- 1) They have funds in advance to defray expenses.
- 2) Reservations for facilities are made through appropriate channels.
- 3) The program is consistent with established policy as well as the contents of this document.

Organizations are always free to support causes by orderly means (consistent with guidelines elsewhere in college policy) which do not disrupt the regular and essential operation of Broward Community College. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students, student organizations, and guest speakers represent their own views. The college neither sanctions nor endorses the expressions or viewpoints represented.

## **African-American Student Union**

The African-American Student Union (AASU) is a student organization which serves as a vehicle for developing unity among students of African descent at BCC. The primary purpose of this organization is to promote academically, enlighten politically, and motivate socially.

AASU is a member of the Florida African-American Student Association, Inc., which is a state organization serving as the official voice of students of African descent in Florida colleges and universities. Although the organization primarily consists of students of African descent, membership is open to all students at the College. For further information regarding AASU, please call one of the following advisors:

### **North Campus**

Mrs. Sandra Gaines  
Bldg. 46 Rm. 245  
968-2422

### **Central Campus**

Mr. Donald Cleveland  
Bldg. 7 Rm. 147  
475-6572

### **South Campus**

Ms. Rhonda Bob  
Bldg 72, Rm. 136  
963-8909

### **Downtown Center:**

Mrs. Stephanie Jenkins  
Admissions 1st Floor  
761-7476

## **Alpha Eta Rho - Eta Phi Chapter**

The International Aviation Fraternity is open to all college students, faculty and staff interested in aviation, as well as men and women enrolled in the college aviation program. For more information contact the fraternity staff advisor, Joe Hoffman, South Campus Aviation Institute, Building 99, or call 986-8074.

## **Anthropology Club**

Anyone who is currently a behavioral science major or has a genuine interest pertaining to the fields of Anthropology, Sociology, Religion, or Psychology is welcome to join. The club will be visiting museum exhibitions, investigating cultures, watching films or videos, and reading and discussing literature germane to all aspects of Aspects of Anthropology. Meetings will be held Wednesday nights (place to be announced) twice a month. Anyone interested can contact Mark Tromans at 475-6726, Bldg. 1, Rm. 146.

## **Behavioral Science Club**

Behavioral Science Club welcomes all students and encourages Behavioral Science majors or minors to join. This club works to give back to the community through service projects as well as aid their members in learning leadership skills. Attitude makes a difference in our behavior with our family, friends, and selves. With this, we try to make a difference in EVERYTHING we do. For more information contact Dr. Lee Jones, North Campus, in Building 56, Room 111 or call 973-2264

## **Brain Bowl**

The 1999 Brain Bowl Team finished high in state rankings. The Brain Bowl is an intercollegiate academic competition on the community college level. Any student is welcome to try out for the team providing he/she has completed at least six semester hours at Broward Community College. Tryouts are held in the fall. For more information, contact Dr. Senior at Central Campus, 475-6613.

## **B.U.S.H.**

B.U.S.H. is an active organization whose acronym defines the objective, "Better Understanding in the Study of Horticulture." Members include students, graduates, and people from the community. The low \$10 per year dues cover monthly general meetings, Sunday propagation and potting sessions, and sale days at BCC, Flamingo Botanical Garden and Holiday Park. The Friday night 7:30 meetings feature a speaker in some phase of horticulture or plant exploring, a great refreshment selection, and drawing. Funds help support local conservation projects, the BCC Landscape Technology program, and special club objectives. Best of all is the fun auction, given by the faculty and advisors, of plants both common and rare donated by club members. This is a very unusual club, so come join them for a laugh riot on the second Friday of each month. Call David McLean 475-6777 or 968-0423 for information.

## **Club Caribe**

The purpose of this club is to function as a social and educationally supportive student organization. Clube Caribe meets informally to bring together various Caribbean cultures as a melting pot. This club is a source of information for students of Caribbean descent and is open to all BCC students. For more information contact Mrs. Karen Lee Murphy, Registration/DTC 1st floor, 761-7469. Meetings are held bi-monthly.



## **Catholic Club**

Formerly known as The Newman Club, the Catholic Club at BCC welcomes all students, staff, and faculty who want to become informed about Catholicism, or who seek to live and grow in the Catholic faith. Through socials, faith-sharing activities, service to the community, retreats, informative gatherings, and cooperation with other BCC organizations, the members help each other to live Gospel-inspired lives. For more information contact Susan Finnazzo, Central Campus, Building 14, Room 117 at 475-6964, Sandy Boudewyns at 525-5157 ext.197, or at South Campus contact Dr. William Walker, Bldg. 69, Rm. 209 or call 963-8893.

## **Chess Club**

The Chess Club is open to beginners as well as advanced players. The club sponsors open and intercollegiate tournaments throughout the term. For more information contact Vince Grosso, Central Campus, Building 6, Room 245, or call 475-6619.

## **BCC Computer Club**

The Broward Community College Computer Club is a student-run organization that provides its members with an assortment of computer related activities, such as:

- Monthly Guest Speakers
- Local Business Tours
- Data Processing Conventions
- Discussion of Technological Events
- Publication of Club Newsletters
- Tutoring
- Clubs BBS, 973-2235

The club meets every other Friday and consists of approximately 50 members. Meetings are held in the Computer and Engineering Building, 51, North Campus. If you are interested in joining a good technological club, please call Elwood Jones at 973-2324.

## **DECA**

The **Distributive Education Clubs of America's (DEX-Delta Epsilon Chi)** primary objective is career development. It is comprised primarily of marketing, retailing, entrepreneurship and business students, but all are welcome. It is the largest BCC student organization in both membership and participation in competition with students from other Florida colleges. Contact Jack Sheeks at Central Campus, Building 9, 475-6725, or Paul Ricker at North Campus, Building 51, 973-2363.

## **El Club Hispano**

El Club Hispano is an informal social gathering of Downtown Center students with the sole purpose of interacting, exchanging ideas and practicing Spanish in order to acquire a better knowledge of the Hispanic language and culture. Meetings are held monthly. For more information contact Professora Claudia Sahagun, Spanish Dept., BCC/DTC 4th Floor/Rm.4, 761-7581.

## **Flight Team**

In the fall, the Flying Seahawks compete against teams from colleges and universities in the Southeastern U.S.A belonging to N.I.F.A. (National Intercollegiate Flying Association). The events include aircraft recognition, precise simulator flying, flight computer calculations, accuracy landings and cross-country flight. Team members must be members of Alpha Eta Rho. BCC is one of the few community colleges to have won a national tournament. For more information contact Joe Hoffman, South Campus Building 99, or call 986-8074.

## **The Fourth Wall**

The Fourth Wall is a theatre club open to students interested in theatre at BCC. The members provide avid support to the Department of Visual and Performing Arts on Central Campus. There are certain standards to be met in order to join the club. The members focus on providing a professional outreach for theatre students. They host workshops, attend conferences, contribute time to charitable causes, attend professional events. They also travel to state and regional theatre festivals, such as the American College Theatre Festival. For more information contact Debby Sanchez, the faculty advisor on Central Campus, Bailey Hall (Bldg. 4), Room 180, or call 475-6842.

## **Gamma Beta Chi**

This student organization's purpose is to promote awareness and further interest in nuclear medicine. Our organization attends local, state and national meetings to update our expertise on the latest techniques available in delivering medical care to the patient. Membership is open to students enrolled in the program or on the waiting list to begin the program. For more information, please contact faculty advisor Lorenzo Harrison at 969-2083 or stop by CHSE II/North Campus, Building 41, Room 137.

## **Haitian Students in Action**

Haitian Students in Action is a Central Campus cultural and academic student organization. H.S.A.'s main goals are to promote academic excellence among its members, address Haitian students' cultural needs, find ways and means to expose the positive aspects of the Haitian culture, and dispel stereotypes about the Haitian culture and its people. Cultural awareness, a successful professional life, and information networking are the goals of H.S.A. members. Therefore, a strong emphasis is placed on developing support mechanisms and reinforcing qualities and skills that will bring the members success in school, in their careers, and in personal endeavors. Club activities include informative seminars and workshops, study groups, social events, fund-raising campaigns for the H.S.A. Scholarship fund, and extensive volunteer service in the community. For further information contact Professor Mary F. Diaz, H.S.A. Advisor, Reading/SLS Department at 423-6427.

## **Hillel Jewish Student Union**

The Hillel Jewish Student Union strives to meet the social, cultural, religious, and educational needs of Jewish students at BCC's campuses. Hillel has represented individuals on each campus who are a part of the JSU. Everyone is welcome! For further information, contact the Florida Hillel Council at (305) 661-8549.

## **HIV/AIDS Peer Educators**

The PEC's conduct HIV/AIDS rap sessions in classrooms, provide information and assistance while operating the HIV/AIDS Hotline, as well as develop programs and events which promote AIDS awareness. Volunteers also assist with projects and office duties. Membership opportunities include attending conferences with other South Florida college students who are involved with HIV/AIDS prevention education, and earning Co-Op credit or scholarships. For more details, please call Michael Sommers at 968-2435 on North Campus, Jay McLaughlin at 631-0515 on Central Campus, or Charles Lyle at 963-8997 on South Campus.

## **Hotel Management Association**

For information contact Peggy Turcotte at 475-6892, Bldg. 9, Rm. 205 on Central Campus.

## **IEEE**

The Institute of Electrical and Electronics Engineers (IEEE) is the world's largest technical professional society. IEEE is comprised of more than 320,000 members who conduct and participate in activities in 147 countries. The men and women of IEEE are the technical and scientific professionals making the revolutionary engineering advances which are reshaping our world today. The technical objectives of the IEEE focus on advancing the theory and practice of electrical, electronics and computer engineering and computer science. To join please contact Dr. Eric S. Ackerman at 916-6384, stop by North Campus Building 8, Room 125, or visit our web site at <http://fs.broward.cc.fl.us/north/ecs>.

## **International Singing Club**

For information contact Mary Ann Hillerbrand at 423-6474, Bldg. 1/Rm. 153 on Central Campus.



## **International Club**

The International Club is open to all students at Broward Community College, whether native North American or from the over 102 nations represented on BCC's campuses. Its main objective is to further international understanding and appreciation of diverse cultures. Club members are also available to help each other with practicing languages, such as English, French, Spanish, Portuguese, and others. The International Club consists of students from all over the world, including Americans. Therefore, it is simply designed for them to meet, exchange ideas and beliefs, learn about other cultures and to have a good time while also attending classes.

For more information, contact advisors Lydia Case, 475-6526, Central Campus; Beverly Hedayatzadeh, 973-2262, or Carole Langlois, 973-2293, North Campus; Denise Brown, 963-8938, [dbrown@broward.cc.fl.us](mailto:dbrown@broward.cc.fl.us), or Adnan Khalil, 423-6475, South Campus.

## **InterVarsity Christain Fellowship**

The InterVarsity Christian Fellowship is an organization which consists of students and other members of the college community who believe in the deity of our Lord Jesus Christ, and in the unique divine inspiration, entire trustworthiness, and authority of the Bible. This trans-denominational campus ministry is not affiliated with any church denomination but welcomes students from all denominations, as well as those with no church affiliation.

Weekly meetings include Bible study, contemporary hymn singing, a time for sharing concerns, and fellowship. For information please call Dora Y. Romero at the North Campus at 973-2373, on Central Campus call Ronald Haire at 475-6845, and on South Campus call William Walker at 963-8893.

## **Karate Club**

This self defense class is open to beginners as well as experienced martial artists with all styles welcome. For more information on Central Campus please contact Vince Grosso, Building 6, Room 245, 475-6619 or at South Campus contact Hank Martel, Building 69, Room 243, 963-8944.

## **Lambda Alpha Epsilon**

The American Criminal Justice Association, Lambda Alpha Epsilon (ACJA-LAE), is a national association devoted to the furtherance of professionalism in all areas of criminal justice. Founded in 1937, "the association is dedicated to the fostering of assistance and understanding between members, and the promotion of greater public understanding of the problems and objectives of those agencies devoted to the administration of criminal justice." Beta Chi is the local chapter, meeting at the Criminal Justice Institute, BCC. There are university and community college, as well as professional chapters, located throughout the country. For more information contact Pete Eckert, 475-6924, Central Campus Criminal Justice Institute.

## **Le Club Francais**

The purpose of Le Club Francais is to promote the development of communication of the club with the community and to assist members in achieving experience with the French language and culture. For more information, please contact the advisor, Constance Carlson, at 475-6560.

## **Legal Assisting Society**

The Legal Assisting Society is an organization designed for students pursuing a career as a Paralegal/ Legal Assistant. However, everyone is welcome to participate. The Paralegal field is the fifth fastest growing career field in the country and promises to be one of the most sought after commodities by attorneys in the future. The organization provides students with information from all areas of law and focuses mainly on the role of the paralegal. Monthly meetings host guest speakers from various law firms as well as State Prosecutors and Public Defenders.

The Legal Assisting Society can also provide networking opportunities in **Broward, Dade, and Palm Beach Counties**, as well as information on the state organization, Florida Legal Assistants Inc., the National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associates (NFPA). The Paralegal/Legal Assisting program offered at BCC has been approved by the American Bar Association (ABA) and rated as one of the best educational programs in the area. For more information contact Dr. Laura K. Schantz, Esq., 963-8011, South Campus Building 85, or James Amnto, Esq., 973-2215, North Campus, Building 51, Room 218.

## **Peer Mentoring Club**

The Peer Mentoring Club is an organization designed to assist students with their college experience. We aim to help with mentoring, tutoring, and weekend retreats just to name a few of the things we want you to enjoy. We also provide information about college life that affects all of us such as scholarship information, visits to four-year universities, and volunteering. Free tutoring is available for PMC members. Come by and join us and bring your ideas. For more information contact South Campus at 986-8069, Building 68, Room 219; North Campus at 973-2353, Building 46, Room 220; or Central Campus at 475-6584, Building 7, Room 233.

## **Phi Beta Lambda**

Phi Beta Lambda is a nonprofit, local, district, state, and nationally affiliated organization. PBL is for students participating in business programs, such as accounting, business administration, clerical, secretarial, information management, economic/finance, law, and marketing. Phi Beta Lambda provides opportunities to improve your practical knowledge and skills to advance a business and computer careers. Come mix business with pleasure.

Phi Beta Lambda provides:

- Membership with the expertise needed to accomplish organizational goals through human resources.
- Participation in civic projects, sales projects, social awareness projects, career development projects, and experiences related to business.
- Many activities which include speakers, training seminars, competitive events, and election of officers.

Contact advisors Lois Slutsky at 963-8808 on South Campus; Carlton Wall at 973-2361 on North Campus; or Jane Treptow at 475-6719 on Central Campus.

## Phi Theta Kappa

### A Tradition of Excellence...

The privileges and benefits of membership: Phi Theta Kappa was established by the president of the Missouri College of Women in 1918. It is the only nationally acclaimed honor society serving American institutions which offer Associate degree programs. Two-year college presidents and administrators of associate degree programs in four-year schools have continually recognized membership in Phi Theta Kappa as an honor and a privilege. Membership is given added significance by the fact that it is recognized by the American Association of Community Colleges as the official honor society for two-year colleges. To become a member of Phi Theta Kappa, one must achieve a cumulative grade point average of 3.5 after completing 12 credit hours of degree course work, and paying lifetime membership dues. Participation in activities is encouraged. Members receive membership certificates suitable for framing, a "Manual for Members" introductory magazine, the "Golden Key" national biannual publication, the "Phi Theta Kappa National Newsletter" (quarterly), and a PTK pin. The privileges of membership include having the Phi Theta Kappa seal placed on diplomas, having "Phi Theta Kappa Member" indicated on transcripts, purchasing society jewelry and merchandise, as well as wearing the society stole and tassel during commencement exercises.

The four hallmarks of Phi Theta Kappa are:

- **Scholarship**
- **Leadership**
- **Fellowship**
- **Service**

#### **For More Information:**

Dr. Barbra Nightingale	South -Alpha Delta Rho	963-8873
Dr. W.A. Senior	Central -MuMu	475-6613
Dr. Jeanette Madea	North -Omega Phi	973-2236

## **Physical Therapist Assistant Club**

The Physical Therapist Assistant Club was established for the purpose of engaging in community services and expanding PTA students' basic knowledge by sponsoring several guest lecturers.

The PTA Club expects to continue to expand its community involvement in the future and to become active in fund-raising projects which would enable the members to attend PTA-sponsored seminars and conferences. For more information, call Maria Holodak, 969-2087, in the Center for Health Science Education.

## **Potters Guild**

The BCC Potters' Guild is comprised of students interested in the ceramic arts who are willing to participate in the organization and related activities. These include a visiting artist program, a fund raising show and sale, a juried exhibition, social events, and the periodic exchange of ideas. Anyone interested should contact John Foster, 475-6517, Central Campus, Building 3, Room 102.

## **Roots**

Roots is a special interest service club that enables the Haitian student population at BCC to share the Haitian culture with other BCC students. Its members volunteer in the Haitian community to teach children basic reading and writing skills in English. Roots also provides tutoring and scholarships for qualified members. This club is open to any student at BCC. Please contact Greta Jackson at North Campus in Building 46, or call 973-2304.

## **Sailing Club**

The Sailing Club provides an opportunity for students to improve sailing and windsurfing skills. The Sailing Club sponsors monthly trips to the Florida Keys that are open to all student sailors. Non-sailors normally access the club programs by enrolling in one of our beginning sailing or windsurfing classes. The Sailing Club meets at West Lake Park, 1200 Sheridan Street, in Hollywood (located between A1A and US1). For information call 989-2824 or 968-2451.



## **Spanish Club**

The purpose of the Spanish Club is to encourage students who are taking Spanish classes, and all others who are interested in the Spanish language and the people who speak it, to get together informally in order to practice the language, and to participate in social activities such as visiting a Spanish restaurant or seeing a Spanish movie. The Club is open to all BCC students. To join the Central Campus club, contact Holly Gilly-Muniz at 475-6739. To join the North Campus Club contact John Pawlowski at 973-2396.

## **Science Club**

The Science Club is open to all BCC students who are interested in furthering their knowledge of the sciences. Students do not need to be science majors in order to benefit from club activities, such as field trips, discussions with invited speakers, college/campus/community service projects and independent scientific explorations. The club also offers a mechanism for science students and potential science students to get to know one another, to share common interests and to get better acquainted with the faculty in the various science disciplines. For further information, contact Dr. Peggy Green, 968-2409 on North Campus, or Steven Obenauf, 475-6676 on Central Campus.

## **Student Ambassadors**

Student Ambassadors promote BCC programs throughout the community. Broward Community College's Ambassadors represent BCC at area high schools, civic and professional meetings, GED centers, and locally sponsored career and college nights throughout Broward County. Student Ambassadors are eager to spread the word about academic and community enrichment programs at BCC. Ambassadors range in age from 18 to over 50 and their friendships and contacts will endure long after they graduate from BCC. For more information contact Diana Martin, 963-8880, South Campus Building 68, Advisement; Elena Starson, 475-6520, Central Campus, Building 7, Advisement.

## **T.A.W.I.C.**

The American West Indian Club, TAWIC, is a student organization that has been in existence since 1987. This group meets to discuss topics ranging from community and academic interests to social gatherings, such as beach parties, fiestas, and fund-raisers. The purpose of this organization is to assist West Indian students through academic and personal support as they adjust to the American school system. For more information, contact South Campus Advisor Shirley Murray at 963-8919 or at Central Campus, contact Paul Mattox at 475-6597.

## **Writers Workshop**

The Writers Workshop is an informal mixture of students, faculty, and staff from North Campus. The group meets bi-monthly. Members are encouraged to hone their writing skills through a variety of discussion topics, works-in-progress readings, book/author critiques, seminar presentations, and guest speakers. Once per term, they get together at a member's home and have a potluck dinner while they expound on the writing process. The club is open to anyone who has an interest in writing. For more information, please contact club advisor Trish Joyce at 973-2385, Dr. Gloria Johnson at 973-2378, or Dr. John Moscovitz at 973-2362, North Campus.

## **Blue Hawks**

The Blue Hawks are the official host/ hostesses for the North Campus. These students assist with orientation, registration, and recruitment activities. Selection for this group is held twice a year. For more information, contact Mareta Sizemore on North Campus at 973-2325.

# Student Media

Student productions, publications and press are valuable in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of faculty and administration as well as formulating students' opinions on various issues on the campus and the world at large. In addition, student publications and productions serve as a training opportunity for students interested in professional journalism, either print or broadcast. All college published and financed student media shall explicitly state the opinions expressed are not necessarily those of either the faculty or students of Broward Community College. All media is expected to observe the standards of the respective professions. These statements are to be considered as supplementary to the established policies of the Board of Trustees as they relate to student publications. The college will ensure free and responsible media and will not censor or approve copy in advance. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

## BCC Broadcasters

BCC Broadcasters is an audio and video club that provides opportunities for BCC students to gain valuable experience using professional equipment. Production crews are from all BCC campuses. Club members are responsible for various aspects of any production cycle - from the development of an idea to the edited, master tape. BCC Broadcasters gives the BCC student a chance to work in a television studio as well as go on location to tape a story. Students will receive the opportunity to learn how to operate video equipment and will begin to grasp many other skills necessary to work within the broadcast industry. BCC Broadcasters also make up the crew for BCC's Public Affairs TV program - "Community Connection." The only membership requirement for the club is to be a registered BCC student. Any interested student is encouraged to contact Professor Anthony De Los Santos on Central Campus, Bldg. 17, Rm. 136, or call him at (954) 423-6429. (e-mail: adelossa@broward.cc.fl.us)

## The Observer

Broward Community College encourages and supports a free and responsible student press. The *Observer*, the college's bi-weekly newspaper, offers student reporters and editors the opportunity to practice all aspects of newspaper work, including reporting and writing, photojournalism, design, graphics, desktop publishing, and layout. The paper is completely student produced, including the preparation of camera-ready pages for print. While many of *The Observer* reporters and editors are in the journalism programs at North, Central, and South campuses, any student enrolled at the college can work for the paper. Institutional scholarships and work study assignments are available to student editors. *The Observer* is widely recognized for its excellence and has won numerous state individual and overall awards, as well as two National Pacemaker awards, college journalism's most prestigious award for general excellence.

*The Observer's* main editorial and production office is located on South Campus Bldg. 68, Rm. 268. For more information, contact the *Observer* office at 986-8035.

## P'an Ku

*P'an Ku* is the BCC Student Literary/ Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote, and highlight the creative efforts of students throughout the college. *P'an Ku* has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college and is produced solely by students for distribution throughout the college. Poetry, fiction, nonfiction, photography, and artwork are sought for publication. Watch for the announcements of submission deadlines during the year.

Though based on South Campus, the magazine encourages students from all campuses to not only submit work but be part of the staff. No special talent is needed. Students will learn how to select work for the magazine, how to promote the publication, and learn the principles of design and desktop publishing. The only real requirements are commitment and enthusiasm. A limited number of scholarships are available each term. For more information, stop by the South Campus production office in Bldg. 68, Rm. 246 or call 986-8044 or call Pat Ellingham, Faculty Advisor, at 963-8858.

# Student Government Association

At Broward Community College, the Student Government Association (SGA) is the voice of the students. Student Government has many different functions. One of the functions is to act as the liaison between student organizations and Student Life. SGA is the bridge that students are always welcome to cross, which connects the faculty, staff, and administration to the student body. SGA looks for student concerns and finds ways to resolve problems. The membership is open to any and all interested students, without discrimination. SGA also offers various leadership opportunities in many different levels. Selected students become involved in campus, collegewide, district, and state level events.

The concept of TEAMWORK is constantly practiced, and students learn conflict resolution. The Student Government Associations at Broward Community College are always looking for new ideas, faces, and inspiring minds. For more information contact the SGA office at Central Campus at 475-6846; 963-8941, Bldg. 68, Rm. 249 at South Campus; or 761-7321 at the Downtown Center; or North Campus at 973-2353.

## Leadership Development

Broward Community College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are four unique components offered to develop leadership skills of students at Broward Community College, providing both cognitive and experiential opportunities:

- **Leadership Class**
- **Competitive Edge:**
  - Presidential Leaders Society**
- **BCC Adventure Learning Course**

### **Leadership Class (SLS1261)**

The purpose of this course is to provide a variety of learning experiences and guest speakers to assess leadership styles and potential. The class is open to all student (and potential student) leaders. It is designed to help develop ethical values, leadership styles and techniques for future educational, organizational and community leadership roles.



### **Competitive Edge**

The Competitive Edge program is a highly selective leadership honorary program. Participants are chosen from all four campuses based on their nomination by faculty members or administrators, recommendations, committee interviews, and demonstrated leadership potential. Shadowing and internship experiences are provided throughout the sophomore year with the President's senior staff and community and political leaders. Legislative internship experience in Tallahassee is available to eligible members. The nomination period begins in February and concludes mid-March each year. For more information, contact the Student Life office on your campus.

### **BCC Adventure Learning Challenge Course**

A course designed to teach students leadership skills, team building, and self esteem through mentally-challenging, physical activities. Students spend a half or whole day in a group setting, accomplishing challenges through problem solving and cooperative efforts, utilizing outdoor equipment. Challenge by Choice is the operating philosophy. Student clubs, organizations, student classes and staff are encouraged to sign up with Joni Morrison, Coordinator of the Adventure Learning Challenge Course at 475-6996.

## **Intramurals**

The intramural program (IM Sports Program) is comprised of competitive leagues and tournaments. The entire intramural program is open to both men and women and all students, faculty, staff, and administration of the college. The College requires proof of health insurance or a signed insurance waiver on file and current BCC ID for participation in intramural activities. Current sports available include the following:

**Volleyball**  
**Soccer**  
**Flag Football**  
**Tennis & Raquetball**  
**Full-Court Basketball**  
**Open Gym**

Please note that the IM Sports Program offerings differ on each campus and can be changed at anytime. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life coordinator of any activities that you would like to see added to your campus intramurals program. For more information contact your local Student Life office for the dates and times and details for signing up.

## **Open Workout**

Work-out facilities are available on Central, North and South Campus at no charge. The College requires proof of health insurance or a signed insurance waiver on file and current BCC I.D. for participation. For hours and locations, call your campus Health & Wellness Center at 963-8972 on South; 475-6855 at Central.

## **Saturday Recreational Sailing**

Saturday sailing, windsurfing, and canoeing are available to all BCC students and staff. Students who can sail may use the sailboats and windsurfers, those who can't may use the canoes. West Lake Park has extensive mangrove canoe trails which are available to our students. We provide life-jackets. You must wear rubber-soled shoes.

Saturday recreational sailing is available most Saturdays from 12 p.m. to 6 p.m. West Lake Park is located at 1200 Sheridan Street (south side of Sheridan Street between US1 and A1A) in Hollywood. There is a \$1 per person admission fee to the park. Stop by any Student Life office for a schedule or call 989-2824.

The previous activities are sponsored by BCC Student Life and are available to all students with a current BCC ID card. There is no additional cost to the student for participation, since these activities are provided by the Student Activity and Service Fees that are paid at the time of registration. If you would like to make comments or suggestions on programs, please contact the Student Life Office on your campus.

# Rights & Responsibilities

## Student Responsibilities

As a condition of enrollment, students of Broward Community College agree to act responsibly in all aspects of personal, classroom and social conduct and to take full responsibility for their individual actions. Students are also held accountable for the following expectations:

- 1) Learning can only occur in an atmosphere free of intimidation and coercion. Students will observe state and federal laws as well as the rules and regulations found in this Student Handbook, College Catalog, and other college publications. Violence, threat of violence, disruption, and intimidating or jeopardizing actions are not acceptable. Any individual or group action resulting in destruction or illegal occupation of College property, trespassing, or personal jeopardy to any student, staff, or guest may result in prosecution.
- 2) Admission or continued enrollment may be denied to any person whose past or present actions have been found to disrupt or interfere with the orderly conduct of BCC, other community college or university class, or activities. While on College property or at College sponsored events, students are expected to maintain proper conduct according to the standards of performance established by faculty, administrators and staff. Students are expected to demonstrate their respect for the rights and welfare of all the members of the College's diverse community through both spoken words and actions.
- 3) While students are responsible for learning the content of any course in which they are enrolled, they may take exception to information and points of views offered in the classroom and reserve judgment about matters of opinion. Students shall apply critical thinking skills which appeal to reason but do not compromise the academic climate, mission, or integrity of the institution.
- 4) The student is responsible for classroom behavior which is conducive to and does not disrupt the educational process and for achieving standards of performance established by the instructor.

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedures, consistent with the philosophy, purposes, and established policies of College. A course grade is the final responsibility of the instructor. In the matter of grading policies it is, therefore, essential that each faculty member keep each student informed of his progress in a course.

If a student feels that he/she has been graded unfairly, he/she may begin the grade appeal process. Refer to page 50 in this handbook for Grade Appeal Process procedures.

**Consequences Based on Misconduct:** Violation of this policy may result in penalties and/or disciplinary action. Students will be referred to the Campus Dean of Student Affairs for disciplinary action, which may include warning, probation, loss of campus or college privileges, mandatory service or courses, suspension, or expulsion.

## Academic Honesty

Students have a responsibility to be honest in all of their coursework and College activities. Their course work is expected to be the result of their own thought, research, or self-expression. Violations of academic honesty include cheating, plagiarism, misrepresentation, bribery, and the unauthorized possession of examinations, papers, or other class materials that have not been formally released by instructors.

### Cheating

Cheating includes, but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

### Plagiarism

Plagiarism is the attempt of an individual to claim the work of another as the product of his or her own thoughts, whether the other's work is published or the work of a fellow student. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor which was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples.

### **Misrepresentation**

Misrepresentation includes, but is not limited to, lying about family circumstances, employment conflicts, or other personal problems in order to gain academic advantage; changing answers on graded materials; and having another person complete an assignment or take an examination for him/her.

### **Bribery**

Bribery includes, but is not limited to, offering or giving money or any item of service to a member of the College staff to obtain assistance. This does not interfere with a student's right to obtain a tutor.

### **Consequences**

Violation of the College's policy on academic honesty may result in academic penalties and/or disciplinary action. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or course; referral to the Dean of Student Affairs for disciplinary action. Such discipline may include suspension or expulsion from the College.

## **HIV/ AIDS**

In recognition of the threat of AIDS and AIDS Related Complex, the College shall provide a dual program of education/prevention and counseling services. Any student with active AIDS may seek assistance from the Campus Disability Services Office. In addition, a student with AIDS is *required* to notify the Campus Disability Services Office of any changes in his/her medical condition (e.g., open sores, bleeding) which might pose any risk of potential transmission of the virus to others. On a case by case basis, health science students and employees who are HIV positive shall be evaluated to determine the risk of transmission. If necessary, the students and employees may be required to adhere to policies related to any communicable disease.

Information concerning the affected person's medical condition shall be handled as confidential information. No person, group, agency, insurer, employer, or institution will be provided with medical or other information without the prior specific written consent of the affected person.



## Anti-hazing Policy

Broward Community College prohibits any acts of hazing on or off campus by individual students, student groups or organizations, or any other individuals or groups associated with the College. **The College defines hazing in a manner consistent with Florida Law 81-263 as follows:**

"Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Broward Community College. Such terms shall include, but not be limited to any brutality of a physical nature, such as: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct or any forced activity which would result in extreme embarrassment or which could adversely affect the mental health or dignity of the individual."

Any activity as described above upon which the initiation or admission into or affiliation with a community college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity each year in a manner consistent with College policy. Additionally, each student organization at Broward Community College shall adopt bylaws which specifically declare intent to adhere to this policy.

Individuals who violate this policy shall be subject to disciplinary procedures and penalties outlined on Policy 6Hx2-5.06 and Procedure A6Hx2-5.06.

Organizations or other college groups who are accused of violating this policy shall be afforded a hearing before the College Discipline Committee. In the event guilt is determined, the committee may recommend monetary fines, suspension of campus privileges, suspension of all activities, or expulsion of the organization from the week of class.

## **Class Attendance Policy**

The College believes class attendance has a major role in the teaching / learning process and, therefore, expects students to attend classes regularly and on time. Exceptions to this policy are set forth below.

### **Faculty Responsibilities**

It is the responsibility of each faculty member to formulate an attendance policy for the courses he /she teaches and to ensure that this policy is communicated in writing in the course syllabus within the first week of class meetings. Members of the Colleges staff are expected to exercise good judgement in the formulation, implementation and application of the policies.

### **Non- Class Days**

Owing to unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and /or security of the students, faculty, staff and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/ College is closed shall be considered a non-class day(s). When this occurs, each Faculty member shall determine how best to make-up the lost class time.

### **Observing Religious Holidays**

Broward Community College values the right and freedom of religious choice by all individuals . Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations, and official ceremonies , on major religious holidays when practicable. Reasonable alternatives shall be provided for students to carry out their responsibilities when the major religious observance and beliefs interfere with admission, registration, class attendance, examinations, class work assignments, and participation in official ceremonies.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith, and shall be excused from such absences without penalty. However, if non-penalized absences occur on the first day of classes, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.

All absences shall be subject to the provisions of Broward Community College Policy 6Hx2-4.18, Class Attendance.

Students may seek redress when they believe they have been reasonably denied educational benefits because of their religious beliefs or practices by following the procedure for resolving grievances set forth in Broward community college Policy 6Hx2-4.19, Grades and Grade Appeal Process.

### **Non-Penalized Absences**

There is no penalty for a student who is absent because of religious holy day observances in his/her own faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities.

### **Student Responsibilities Relative to Non-Penalized Absences**

A student needs to notify instructors in advance of absence(s) to observe a religious holy day in his/her own faith, and in advance of other absences when possible. "Death in the immediate family" means mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" include jury duty, subpoena for court, or military obligation. If an absence occurs on the first day of class, the student needs to notify the instructor at the next class meeting. Documentation of absence needs to be presented if the faculty member requests it. The student is responsible for the material covered in his/her absence.

### **Extenuating Circumstances**

Should a student have difficulty in attending his/her class, notify the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made, then the student may seek an alternate class, where applicable, that accommodates his/her requirements.

### **Excessive Absences**

Excessive absences from any course may result in withdrawal of the student from the course and/or necessitate that the student repeat the course.

### **Classes with Special Instructional Requirements**

Attendance requirements shall conform to applicable accreditation standards, licensure or other instructional requirements. Non-punitive provisions are made for absences in lab or clinical classes when caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a *W* or *I* grade.

### **Appeals**

A student may appeal a faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Policy 6Hx2-4.19, Grades and Grade Appeal process.

## **Community College Transfer Guarantees**

Graduates with an Associate of Arts (A.A.) degree are guaranteed certain transfer rights under the Florida Articulation Agreement, Rule 6A10.024. Broward Community College graduates in an A.A. degree program, seeking admission to a Florida Public University, will enjoy these benefits:

- 1) Guaranteed admission to one of the state universities, but not necessarily to a limited access program.
- 2) All credits earned toward the A.A. degree will transfer to the university.
- 3) The university catalog in effect the year the A.A. degree student enrolled at BCC will remain in effect, provided enrollment is continuous.
- 4) When the general education core is completed at BCC, a state college or university may not require additional general education courses.
- 5) The receiving university must award equivalent credit for courses successfully completed at Broward Community College for courses in the Statewide Course Numbering System.
- 6) Accelerated credits (CLEP, dual enrollment, etc.) earned at BCC will be transferable to a state university.

The receiving university reserves the right to determine what courses must be taken for a baccalaureate degree. All A.A. degree credits, although transferred, may not satisfy some specific program prerequisites. A student transferring before completion of the A.A. degree does not have the above guarantees.

Students who believe that these guarantees are denied during transfer should file a written appeal with the Vice President for Student Affairs at BCC.

## **Student Disciplinary Procedures**

Student discipline sanctions will be flexible and consistent with the philosophy and educational objectives of BCC. In those cases not likely to result in student's suspension or being expelled, the campus Dean of Student Affairs is responsible for student discipline and may impose varying degrees of disciplinary probation. Disciplinary probation may include, but is not limited to the following sanctions:

- Written reprimand
- Loss of campus privileges, including intercollegiate, intramural and recreational activities, student organizations and student government
- Entry on the permanent record
- Participation in a specified class, seminars or counseling sessions
- Monetary fines
- Penalty work hours (community service)
- Notification of parents if the student is under 18 years of age

The campus Dean of Student Affairs may refer cases to the Vice President for Student Affairs for further action. In all cases, the Vice President for Student Affairs shall decide whether a case is to be considered by the College Discipline Committee.

## **College Discipline Committee**

The College Discipline Committee is composed of five members, three from the Academic Standards Committee, one student, and the College Hearing Officer, who is appointed by the Vice President for Student Affairs per situation and is chair of the committee. The members from the Academic Standards Committee are appointed by the Chair of that committee. Four alternates are also selected. The Committee will meet as needed to review and make recommendations to the Vice President for Student Affairs.

For cases resulting in the suspension or expulsion of the student from the College, the College Discipline Committee has the primary authority. When a student's safety is jeopardized, when the general safety of the College is threatened, or when the educational objectives of the College are jeopardized, the student may be removed from the campus by the President or designated representative, pending a hearing. In all cases, rights of the students and of BCC are protected.



## **Disciplinary Action Appeal Process**

Any student who is suspended or expelled from BCC by the College Discipline Committee and notified by the Vice-President for Student Affairs will have the right to appeal this decision to the President. The appeal must be in writing and in all cases must be filed no later than the fifth school day following the student's receipt of the Committee's decision.

Within three days of receiving the written appeal, the President will appoint a three-member ad hoc Appeals Committee made up of non-involved faculty who will review the case and make a recommendation to the President. In some cases, an ad hoc committee and/or the student may want to present the case at a second hearing. In all cases, due process will apply. After a complete review, the ad hoc Appeals Committee will make its recommendation to the President, who will make a decision within three days. Any student who is dissatisfied with that decision may file a written appeal through the President to the Board of Trustees. The decision of the Board of Trustees is final.

## **Dismissal of Students with Mental Disorders**

All referrals for immediate intervention with a disruptive student will be made to the appropriate Campus Dean of Student Affairs. The Dean will assess the student's condition and, if further evaluation is needed, will consult with the Vice President for Student Affairs. The Dean and the Vice President will determine whether an evaluation with an agency consultant is necessary and the Vice President or designated representative will make the referral to a professional clinician for psychological and/or psychiatric evaluation.

The student will be informed of the reason(s) that he/she is being referred for the evaluation and that the College will assume evaluation expenses if the student does not have financial means. The result of the evaluation will be used by the Vice President, the Dean, and other appropriate staff in determining the student's enrollment status with the College.

## **Due Process**

- 1) The student and all parties involved, including appropriate College officials, shall be notified in writing of the alleged violation. Both parties must submit a list of witnesses, if applicable, to the College Hearing Officer no later than 24 hours prior to the hearing. Written notification will contain a detailed description of the charges, a list of witnesses, if any, and the time, date and place of the hearing. The hearing shall be held no earlier than 48 business hours from the date of notice. In some cases the student may waive his/her right to a hearing and elect to accept the decision of the appropriate campus Dean of Student Affairs.
- 2) The student may continue to attend classes and college activities until the administrative hearing is held by the College Discipline Committee and pending any appeal at the discretion of the Vice President for Student Affairs.
- 3) The student is entitled to speak at the administrative hearing and to have an advisor of his/her choice present.
- 4) The student may ask questions of any College official or witness at the hearing and may introduce any evidence relevant to his/her case.
- 5) The College reserves the right to conduct the hearing in a formal or informal manner and may follow any procedure which incorporates fair play and the elements of due process.
- 6) The student may request a written report on the results and findings of the hearings. Such a report shall be issued within three business days following the decision of the Vice President for Student Affairs.
- 7) The College will keep a record of the proceedings which may be made available to the student in event of an appeal.
- 8) Any student who is suspended or expelled from Broward Community College by action of the BCC Discipline Committee and approved by the Vice President for Student Affairs shall have the right to appeal said decision to the President.
- 9) The appeal must be made in writing and in all cases shall be filed no later than the fifth school day following the student's receipt of the Committee's decision

10) Within three days after the receipt of an appeal, the President shall appoint a three-member ad hoc Appeals Committee composed of non-involved Faculty who shall inquire fully into the case and make a recommendation to the President. In some cases an ad hoc committee and/or the student may elect to proceed *ital de novo*, thus affording the student an opportunity to present his case in full for a second hearing. In all cases the elements of due process described above shall apply.

11) The President's ad hoc Appeals Committee, after a full and complete review and investigation, shall make its recommendation to the President, and he in turn will render a decision within three days.

12) Any student who is dissatisfied with the President's decision may file a written appeal through the President to the BCC Board of Trustees.

13) The decision of the BCC Board of Trustees shall be final.

### **BCC Statement for Students on the Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol**

#### **Standards of Conduct**

Florida Statutes declare that it is unlawful for any person under 21 years of age to possess or consume alcoholic beverages. Consequently, no one under the legal drinking age may consume, or possess alcohol on College properties or as part of any College activity.

The College specifically prohibits on campus the possession, sale, exchange, consumption or giving away of any beverage of alcoholic content, and any stimulant, depressant, narcotic or hallucinogenic drug or agent having potential for physical or mental abuse, except on prescription by a physician or dentist. Florida law requires the automatic expulsion of a student who is adjudicated guilty of unlawful possession of any narcotic drug, central nervous system stimulant, hallucinogenic drug or barbiturate. Furthermore, servers can be held liable for damage caused by underage drinkers to whom they provided alcoholic beverages.

#### **Information on Alcohol and Drugs and Treatment Referral**

Any Broward Community College student who suspects he/she has a substance abuse problem is encouraged to seek assistance from any College counselors or Dean of Student Affairs. The student is assured that such assistance is always provided with total confidentiality and may, with the student's consent, lead to confidential referral to appropriate professional agencies in the community.

### **College Disciplinary Sanctions for Alcohol/Drug Offenses**

Students violating this policy are subject to probation, suspension and expulsion from the College and may be referred for prosecution. No member of the college community is permitted to report to work or class while under the influence of drugs or alcohol.

BCC has adopted a drug-free workplace policy (6HX2-3.05) and a standard of conduct policy for students (6Hx2-5.06) that complies with Florida Statutes and the State Board of Education Rules. Both policies are available upon request. The college is committed to the enforcement of Federal, State and local alcohol laws. All reported violations of these policies are referred to the appropriate authority.

**The Broward Alcohol and Drug Abuse Rehabilitation Center's phone number is 765-4638.**

## **Course Attempts**

### **Course attempts**

An attempt is defined as student enrollment after the 100 percent refund deadline

### **Total Attempts- College Level Courses.**

A student may have only three attempts per course, including the original grade, repeat grades, withdrawals, and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through an approved successful petition to the Academic Standards Committee based on major extenuating circumstances. The total attempts limitation, however, does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for the further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement of continuing education to stay current in a field, such as teacher certification.

### **Total Attempts - College Preparatory Courses.**

A student may not enroll for more than three attempts in each college-preparatory course. A student who withdraws from a college-preparatory course under major extenuating circumstances may be granted an exception through petition to the Academic Standards Committee. A college-preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

## **Faculty Grading Policy**

Each Faculty member shall communicate in writing in clear detail his/her grading policy within the first week of class meetings of each course. The policy shall be included in the syllabus for the course. The elements to be considered in calculating the student's course grade shall be clearly stated. Any appeal on the grade shall be considered against the background and the standard as set fourth in the Faculty member's grading policy.

## **Final Grades and Records**

Final grades for each term are recorded and preserved. Effective May 2000, grades are only available at the BCC Website ([www.broward.cc.fl.us](http://www.broward.cc.fl.us)). Reports are submitted at the close of the term. Grade point averages for graduation and honors are calculated only on college level academic work attempted at all colleges. The following grades are used to calculate the grade point average:

<b>Grades</b>		<b>Points</b>
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

The following grades, however, do not affect the grade point average:

<b>Grades</b>		<b>Points</b>
I	Incomplete	0
W	Official Withdrawl	0
X	Audit	0
XW	Audit Withdrawl	0
NC	Non-Credit Course	0
NG	Grade Not Recieved	0
S	Satisfactory	0
U	Unsatisfactory	0

**Non-Punitive Grades.** Grades which do not affect the grade point average are awarded under the following circumstances.

### **• I Incomplete**

An I grade may be given in courses where a student in good standing and with documented extenuating circumstances has not completed the required course work by the end of the term. The student should make arrangements to have the I changed to a final grade by the instructor ( by the agreed upon date) during the next full semester ( summer terms are not considered in this time limit). If no



change is initiated during the next full term, the I will automatically become an **F** on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and the final GPA calculated.

#### • **W Official Withdrawal**

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, requires community colleges to adhere to the following procedures relating to the awarding of a **W** for a student from a course.

- The student may withdraw without academic penalty from any course by the mid-point in the semester.
- The student will be permitted to a maximum of two withdrawals per course.
- Upon the third attempt, the student will not be permitted to withdraw and will receive an **A, B, C, D, or F** for that course.

#### • **X and XW Audit**

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change to audit with the permission of the Faculty member. A student who audits a course must adhere to the attendance requirements of the course and, if the Faculty member desires, in-class requirements. No grade will be assigned and no credit will be awarded; however, an audit will count as an attempt if such enrollment status is declared after the drop/add period. The transcript will indicate a course was audited by listing an **X** grade, but an **XW** indicating withdrawal may be given to the student at the discretion of a Faculty member for failure to adhere to attendance or in-class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college instruction, may not be enrolled as audit students.

#### • **NC Non-Credit Course**

The **NC** is assigned automatically for any zero credit hour course. **NC** is used for continuing education, economic development, lifelong learning and other classes for which no credit is awarded.

- **NG No Grade Assigned**

The NG is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.

- **NR No Grade Reported**

The NR grade is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

- **S and U Satisfactory and Unsatisfactory**

The S and U grades are used for those courses which have received prior approval, through curriculum review process, to award the Satisfactory/Unsatisfactory grades.

## **Forgiveness**

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a **D** or **F** grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

## **Withdrawal Under Exceptional Circumstances**

When a student is required to withdraw from a course after the official drop period, but prior to the midterm date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100 percent refund may be approved by the Provost of the campus, the Downtown Center Administrator, or the Provost of the Center for Health Science Education, where the student is enrolled. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty or other emergency circumstances or extraordinary situations.

# Grade Appeal Process

## **Grade Appeal Process**

The Grade Appeal Process applies only to final course grades. Any grade received for academic dishonesty will be appealed through the Academic Standards sub-committee on discipline and is not subject to the following appeal process.

## **Grounds for Using the Grade Appeal Process**

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

## **Preliminary Action: Resolution with the Faculty Member**

If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the third week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the Faculty member, the Department Head may arrange the meeting between the student and the Faculty member.

Either the Faculty member or the student may request the Department Head/Center Administrator or other college official to be present. If the resolution results in a grade change, then the Faculty member shall initiate said change no later than five duty days after the meeting.

Should the Faculty member no longer be in the College's employ and/or be totally out of contact by any means when the student files a grade appeal, then the student may initiate this informal process with the Department Head.

If the student is dissatisfied with the Faculty member's decision, then the student may begin the three-step formal Grade Appeal Process as outlined below. The purpose of this process is to determine whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty Staff Handbook*, and in the Faculty member's grading policy as transmitted to the student. The process will also take into account other relevant College policies.

At any step, if the student and the Faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the Faculty member. Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

### **Step 1: Submission of Documents**

The student will obtain a *Grade Appeal Request Package* from the Student Affairs Office or the Department Head/Center Administrator's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible, but no later than three weeks after the start of the next term. The process begins with the student submitting the Grade Appeal Request Package to the Faculty member via the Department Head/Center Administrator. In the absence of extraordinary circumstances, failure to complete the Grade Appeal Request Package in the designated time period will end the student's right to appeal.

Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

### **Step 2: Mediation by Department Head**

The Department Head will have five duty days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten days of the receipt of the *Grade Appeal Request Package* from the student as a result of Step 1.

If the Instructor is also a Department Head, the Dean of Academic Affairs/Center Administrator will designate another Department Head to conduct the mediation. In the case of the Downtown Center, the Center Administrator will ask an appropriate Department Head from one of the campuses to conduct the mediation session.

Following the mediation session, the Department Head will reply in writing to the student as to whether the request is either granted or 'denied.' If the Faculty member has declined to change the recorded grade, the Department Head will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five duty days to decide if he/she desired to pursue the formal appeal with the Campus/Center Grade Appeals Committee.

### **Step 3: A Hearing Before the Campus/Center Grade Appeals Committee**

If the student is dissatisfied with the results of the Department Head's mediation,



he/she may notify the Campus Academic Dean/Center Administrator within five duty days of the Department Head's response from Step 2. The Department Head will forward the *Grade Appeal Request Package* to the Campus Academic Dean/Center Administrator. The Campus Dean/Center Administrator will submit the *Grade Appeal Request Package* to the Campus/Center Grade Appeals Committee. For purposes of this policy, the Center for Health Sciences and the Downtown Center will be considered separate campuses.

The membership of the Campus/Center Grade Appeals Committee will be chosen from a resource pool of faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean/Center Administrator and the Faculty Senate President. The Campus Academic Dean/Center Administrator will convene the committee, which will be comprised of seven members from the pool, and serve as the Chairperson. The Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student affairs areas.

The Campus/Center Grade Appeals Committee will meet on an as-needed basis. The committee will have three weeks from the time the *Grade Appeal Request Package* is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five days prior to the hearing and will distribute all necessary documentation. The Campus/Center Grade Appeals Committee will review the *Grade Appeal Request Package*. It will consider whether or not Faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty/Staff Handbook*, and in the course syllabus. In addition, the Committee will consider other relevant College Policies.

The student will be advised of the Campus/Center Grade Appeals Committee's decision by the Academic Dean/Center Administrator within five duty days of the hearing. The decision of the Campus/Center Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency. If the Vice President for Academic Affairs is satisfied that the decision is appropriate, he/she will transmit the grade change, if any, to the Associate Vice President of Enrollment/College Registrar. If the Vice President for Academic Affairs has concerns about the decision, he/she will indicate these concerns in writing to the Campus/Center Grade Appeals Committee and ask the Committee to reconsider its decision. If the reconsideration by the Campus/Center Grade Appeals Committee results in an impasse between the Vice President and the Committee, the Committee may appeal to the President of the College.



# Petitioning the Academic Standards Committee

The Academic Standards Committee's role at Broward Community College is to consider exceptions to the catalog procedures and established academic policies.

## **Student Appeal Procedures:**

- 1) Obtain an Academic Standards Petition from an Academic Advisor or a Counselor.
- 2) Complete the petition with explicit rationale pertaining to the request.
- 3) Include all pertinent and relevant documentation, i.e., medical explanations, course outlines, transcripts from previous institutions, etc.
- 4) If the petition is a request for admission while on suspension or dismissal from another institution, the student should (if available) include a letter of support to attend Broward Community College from the previously attended institution.
- 5) The student must obtain the signatures of the advisor or counselor and the campus Dean of Student Affairs or the Dean of Academic Affairs.
- 6) Petitions should be received at the Fort Lauderdale Center no later than one week prior to the Academic Standards Committee's published meeting dates. Exceptions must be cleared through the campus Dean of Student Affairs, the Dean of Academic Affairs, or the College Registrar at the Fort Lauderdale Center.
- 7) Academic Standards Committee meeting dates, places, and times may be obtained from the Student Affairs office on each campus. The meetings are generally in the afternoons and last approximately three hours.
- 8) It is strongly recommended that students be present for the Academic Standards meeting, if at all possible. In cases such as suspension or dismissal from BCC or another college, students will be required to attend the meeting. All students will be notified of the time and place of the meeting.
- 9) Each petition is carefully reviewed and a recommendation is made by the committee to the Vice President for Student Affairs. The Vice President then approves or disapproves the actions of the Academic Standards Committee.
- 10) Written notification of the results of the petition will be given to the student by the College Registrar's Office of Broward Community College at the Fort Lauderdale Center.

# Sexual Harassment

In the event an alleged perpetrator of a sexual battery/ assault is an enrolled student, the Dean and the Vice President for student affairs shall first consult with law enforcement personnel and the college attorney and then decide whether immediate suspension from the College is warranted, pursuant to college disciplinary process outlined in the *Student Handbook*, under Disciplinary Process.

In the case of off- campus violations of this policy involving students, the Dean and Vice President for Student affairs may assist law enforcement personnel consistent with the Family Educational Rights and Privacy act and applicable *Florida Statutes*. Victim counseling and other support shall also be provided according to the needs of the victim and family members.

## **Sexual Harassment**

The College intends to protect all employees and students from sexual harassment. Any student who sexually harasses any member of the College community will be subject to disciplinary action.

## **Sexual Battery/Assault**

The President has delegated responsibility for administering this procedure to the campus Deans of Student Affairs. Any violation on-campus or at college-sponsored events needs to be reported immediately to the campus Dean of Student Affairs and/or campus Security Office. The Dean of Student Affairs will immediately confer with the Vice President for Student Affairs and notify appropriate law enforcement agencies. The investigation of sexual battery/ assault shall be the responsibility of law enforcement personnel. College personnel shall assist by processing evidence, providing names of witnesses, offering counseling support to victims and their families, and arranging referrals to community agencies as necessary. In order to alleviate rumors and promote understanding and calm, the Dean of Student Affairs shall also provide information to the campus community about the incident.

## **Administration**

The Dean of Student Affairs administers all such situations related to students. The Dean of Student Affairs will assist the student and provide informal advice to students who are unsure whether they have been victims of sexual harassment.

## **Informal Complaints**

Any student who believes that he/she has been the subject of sexual harassment, or who has been accused of sexual harassment, should seek advice from the

campus Dean of Student Affairs. The student may also bring his/her concerns to a faculty member, College Ombudsman or other appropriate college administrator. The selected administrator or faculty member will assist the student in formulating a plan for resolving the problem. If the complaint involves an employee, the Director of Human Resources must be notified. An informal complaint must be filed within 90 days of the alleged act(s) of sexual harassment. Should the problem not be resolved satisfactorily using the informal process, the student has 30 days to file a formal complaint.

### **Formal Complaints**

A formal complaint must be made in writing and submitted to the Campus Provost/Executive Director. The written complaint shall contain the name of the student and state the nature of the act(s) complained of, including such details as the name of the alleged offender(s) and the date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolutions(s). The Provost shall involve the Dean of Student Affairs in the investigation of all student/student and student/employee complaints.

### **Resolution**

Upon notification of the results of the investigation, the Campus Provost/Executive Director may provide a reasonable resolution to the complaint and may also recommend or take disciplinary action against the alleged offender. Disciplinary action shall be taken in accordance with the rules of conduct in the case of a student or in accordance with the policies and procedures affecting the class of employee in terms of any applicable collective bargaining agreement.

### **Prohibition of Retaliation**

No college employee shall retaliate against a student filing a complaint. Any attempt to retaliate against a student, employee, or agent for initiating a complaint shall be treated as a separate incident of sexual harassment.

### **Frivolous or Malicious Complaints**

In the event that a claim of sexual harassment is found to be frivolous or malicious, disciplinary action may be taken against the student.

## **Statement on Audio/Visual Recordings**

Audio and Video recording of lectures may be made only with the prior permission and consent of the professor or speaker. Students with a documented disability should contact the campus Disability Services Office on their campus for arrangements.

# Statement for Children On Campus

Broward Community College is an open-door institution and welcomes visitors to all of its campuses as long as the visitors' purposes are consistent with the educational mission and climate of the college and their presence does not compromise their own safety or the safety of others. Children are welcome in college child care facilities (currently at North campus), but they must not be left unsupervised in any other locations including hospitality centers, hallways, libraries, cafeterias, classrooms, common areas and parking lots. The College cannot accept responsibility for the safety and supervision of children unless they are enrolled in a special program or an authorized on-campus child care facility. Registered students, who are eligible for financial aid and desire child care for their children, should visit the Student Financial Services office on their campus.

Any child found on campus in the absence of parental supervision shall be turned over to the Florida Department of Health Rehabilitative Services or other appropriate authorities.

The presence of children in a classroom (or others not officially registered for a class) can be disruptive to the teaching process. Consequently, unless specifically authorized by the course professor, unregistered persons will be asked to leave the classroom.

## Theft, Firearms, Drugs, or Alcoholic Beverages

Broward Community College prohibits the possession or use of firearms, fireworks, or lethal weapons on campus. The possession or use of any such device may result in disciplinary action by the college. In no event, however, shall the individual's status as a student protect him from his responsibilities to the applicable local, state or federal laws. Offenses involving theft, and the use or possession of firearms, lethal weapons, drugs, and alcoholic beverages are essentially civil matters which address themselves to the discretion of the local, state and federal authorities, but may subject the professor or user to college discipline when such offenses and their effects adversely interfere with the well being of, or reflect on, the College or members of the College community.



# Student Records

The College will protect the rights of students with respect to student records and reports containing student information. Records means those files, documents, electronic images, and other formats containing information directly related to a student and are maintained as a permanent record at the College.

No record shall be made or retained without a legitimate need for the information contained therein. The College shall protect the confidentiality of a student's record and release information only to authorized members of the College community. Students have the right to inspect their official records and to authorize the College in writing to release information to outside sources.

Except for federal and state laws, court orders, and subpoenas which compel the release of information and cases that involve the safety of persons or property, information of a counseling or nonacademic nature shall not be made available to any outside person without written authorization from the student or parent as appropriate. Such release of information will be made only upon payment of the established fee. Information of this type may be released to Faculty and Administrators on a need-to-know basis, but shall not be released to any third party individuals without authorization from the student or parent, as appropriate. A student or parent may exercise his/her rights under these provisions by submitting a request in writing to the appropriate Campus Registration Coordinator, the College Registrar, or the Vice President for Student Affairs.

The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

A working record is any material used in the course of daily College business, which is not a "permanent record." A working record contains a student address, social security number, grades, judicial or academic discipline history, phone number, course schedule and advisement record.

Student-generated documents are not considered working documents of the college or permanent records, and it is the responsibility of the students to dispose of them should they produce them. A student-generated document is information generated by the student for the students use.

Examples of working records are advisement records, unofficial student transcripts, test results, etc. Working records should be placed in secure designated box, bin, or area until disposed. Special attention should be given to their shredding or special collection on a regular basis.



Shredders are available to each office that handles student records, including Academic Advisement, Registration, Testing, Student Financial Services, and the Student Deans, or a contract is established with an outside vendor to dispose of such material by each campus at the discretion of the Campus Provost/Administrator.

### **Right of Privacy**

Students have a right of privacy with respect to their educational records. A student's records may not be released to any third party, including individuals, institutions, agencies, or organizations, without a previous written request by the student. The written request should be dated and include the student's name, social security number, signature, and the name of the individual, institution, agency, or organization authorized to receive the information.

### **Right of Access**

A student may gain access to his/her educational record by submitting a written request to the appropriate Campus Registration Coordinator, the College Registrar, or the Vice President for Student Affairs. Upon written request to the same individuals, a parent or guardian may have access to a student's educational record, only if the student is a dependent student as defined by the Internal Revenue code. A copy of a tax return indicating that the student is a dependent must be submitted along with the request. Such a request should be granted within 48 hours after receipt by the Office of the Registrar. When the information is necessary to protect the health and safety of the student or other individuals, the request should be referred to the Campus Dean of Student Affairs, the Campus Provost, or the Vice President for Student Affairs.

A court may order or issue subpoenas for access to a student's educational records to the Vice President for Student Affairs. The Vice President for Student Affairs or a designated representative shall notify the student, either by telephone or in writing, that the College intends to comply with the request. Copies of all court orders, subpoenas, and similar documents shall become a part of the student's permanent academic record.

A student's educational record may be released without consent to the following:

- Other institutions of higher education in which the student seeks or intends to enroll
- Authorized representatives of the Comptroller General of the United States
- The Secretary or Commissioner of Education
- The Department of Health, Education, and Welfare
- The Director of the National Institute of Education
- The Assistant Secretary of Education
- State education authorities
- Officials in connection with a student's application for or receipt of financial aid
- Organizations or individuals conducting studies for, or on behalf of educational agencies or institutions.

### **Directory Information**

The College reserves the right to release the following directory information without consent: (1) name (2) enrollment status (3) degrees and awards received (4) statistics pertaining to a student's participation in officially recognized sports and activities.

### **Release of Information by Telephone**

Only the current enrollment status of a student may be released by telephone by authorized College personnel. In an emergency, additional information may be released by the Vice President for Student Affairs or designated representative.

### **Right to a Hearing**

A student may challenge the accuracy of information contained in his/her record. Such requests shall be directed to the Vice President for Student Affairs, who shall transmit the request to the Academic Standards Committee within one week after it is received. The committee shall review the content of the petition and make a recommendation within 2 calendar weeks after the hearing. The recommendation shall be rendered in writing to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs is final.

# Students' Right to Know

The College is providing the following statistics regarding campus crime as mandated by the Florida Right To Know Act. During 1999 the following criminal offenses occurred on BCC's campuses:

Aggravated Assault/ Stalking .....	04
Burglary/Breaking & Entering.....	12
Homicide Offenses .....	00
Larceny/Theft Offenses.....	61
Motor Vehicle Theft .....	09
Robbery .....	00
Sex Offenses, Forcible.....	00
Liquor Violation Arrests.....	00
Drug Abuse Violation Arrests.....	05
Weapons Violation Arrests .....	01

## August 21, 2000 - August 27, 2000

<b><i>Monday</i></b> <b><i>8/21</i></b>	
<b><i>Tuesday</i></b> <b><i>8/22</i></b>	
<b><i>Wednesday</i></b> <b><i>8/23</i></b>	Term I, Session I (Aug 23 - Dec 18) & II (Aug 23 - Oct 18) Begins.
<b><i>Thursday</i></b> <b><i>8/24</i></b>	

# Broward Community College Student Life

<p>Last Day To Drop For 100% Refund For Session II. Last Day To Withdarw From College Prep Class And Not Have Enrollment In Class Count As An Attempt For Session II.</p> <p>Session I &amp; II Weekend College Classes Begins.</p>	<p><i>Friday</i> <i>8/25</i></p>
	<p><i>Saturday</i> <i>8/26</i></p>
	<p><i>Sunday</i> <i>8/27</i></p>

Get your new BCC ID in Student Life!



## August 28, 2000 - September 03, 2000

<b><i>Monday</i></b> <b><i>8/28</i></b>	
<b><i>Tuesday</i></b> <b><i>8/29</i></b>	Last Day To Drop For 100% Refund For Session I. Last Day To Withdarw From College Prep Class And Not Have Enrollment In Class Count As An Attempt for Session I.
<b><i>Wednesday</i></b> <b><i>8/30</i></b>	
<b><i>Thursday</i></b> <b><i>8/31</i></b>	

# Broward Community College Student Life

	<i>Friday 9/1</i>
	<i>Saturday 9/2</i>
	<i>Sunday 9/3</i>

Get your new BCC ID in Student Life!

## September 04, 2000 - September 10, 2000

<b><i>Monday</i></b> <b><i>9/4</i></b>	Labor Day      No Classes
<b><i>Tuesday</i></b> <b><i>9/5</i></b>	Last Day To Drop For 100% Refund For Weekend College For Session I & II.
<b><i>Wednesday</i></b> <b><i>9/6</i></b>	
<b><i>Thursday</i></b> <b><i>9/7</i></b>	

# Broward Community College Student Life

	<i>Friday 9/8</i>
	<i>Saturday 9/9</i>
	<i>Sunday 9/10</i>

Get your new BCC ID in Student Life!

## September 11, 2000 - September 17, 2000

<b><i>Monday</i></b> <b><i>9/11</i></b>	
<b><i>Tuesday</i></b> <b><i>9/12</i></b>	
<b><i>Wednesday</i></b> <b><i>9/13</i></b>	
<b><i>Thursday</i></b> <b><i>9/14</i></b>	



# Broward Community College Student Life

	<b><i>Friday 9/15</i></b>
	<b><i>Saturday 9/16</i></b>
	<b><i>Sunday 9/17</i></b>

**Get your new BCC ID in Student Life!**

## September 18, 2000 - September 24, 2000

<b><i>Monday</i></b> <b><i>9/18</i></b>	
<b><i>Tuesday</i></b> <b><i>9/19</i></b>	Session II Mid-Term.
<b><i>Wednesday</i></b> <b><i>9/20</i></b>	
<b><i>Thursday</i></b> <b><i>9/21</i></b>	Session III (Sept 21 - Dec 18) Classes Begin. Last Day To Withdraw And Change From Credit To Audit For Session II Classes.

# Broward Community College Student Life

Session III (Sept 21 - Dec 18) Weekend Classes Begin.	<b><i>Friday 9/22</i></b>
	<b><i>Saturday 9/23</i></b>
	<b><i>Sunday 9/24</i></b>

**Get your new BCC ID in Student Life!**

## September 25, 2000 - October 01, 2000

<b><i>Monday</i></b> <b><i>9/25</i></b>	Last Day To Drop For 100% Refund For Session III. Last Day To Withdarw From College Prep Class And Not Have Enrollment In Class Count As An Attempt for Session III.
<b><i>Tuesday</i></b> <b><i>9/26</i></b>	
<b><i>Wednesday</i></b> <b><i>9/27</i></b>	
<b><i>Thursday</i></b> <b><i>9/28</i></b>	

# Broward Community College Student Life

	<i>Friday</i> <i>9/29</i>
	<i>Saturday</i> <i>9/30</i>
	<i>Sunday</i> <i>10/1</i>

Get your new BCC ID in Student Life!



## October 02, 2000 - October 08, 2000

<b><i>Monday</i></b> <b><i>10/2</i></b>	Last Day To Drop For 100% Refund For Weekend College For Session III.
<b><i>Tuesday</i></b> <b><i>10/3</i></b>	
<b><i>Wednesday</i></b> <b><i>10/4</i></b>	
<b><i>Thursday</i></b> <b><i>10/5</i></b>	

# Broward Community College Student Life

	<i>Friday</i> <i>10/6</i>
	<i>Saturday</i> <i>10/7</i>
	<i>Sunday</i> <i>10/8</i>

Register NOW For Session IV Classes!

## October 09, 2000 - October 15, 2000

<b><i>Monday</i></b> <b><i>10/9</i></b>	Fall Holiday    No Classes
<b><i>Tuesday</i></b> <b><i>10/10</i></b>	
<b><i>Wednesday</i></b> <b><i>10/11</i></b>	
<b><i>Thursday</i></b> <b><i>10/12</i></b>	

# Broward Community College Student Life

	<b><i>Friday 10/13</i></b>
	<b><i>Saturday 10/14</i></b>
	<b><i>Sunday 10/15</i></b>

Register NOW For Session IV Classes!

## October 16, 2000 - October 22, 2000

<b><i>Monday</i></b> <b><i>10/16</i></b>	
<b><i>Tuesday</i></b> <b><i>10/17</i></b>	
<b><i>Wednesday</i></b> <b><i>10/18</i></b>	Last Day of Session II Classes Session II Grades Due In Registration Office
<b><i>Thursday</i></b> <b><i>10/19</i></b>	Session IV (Oct 19 - Dec 18) Classes Begin.



# Broward Community College Student Life

Session IV (Oct 19 - Dec 18) Weekend Classes Begin.	<i>Friday</i> <i>10/20</i>
	<i>Saturday</i> <i>10/21</i>
	<i>Sunday</i> <i>10/22</i>

Register NOW For Session IV Classes!

## October 23, 2000 - October 29, 2000

<b><i>Monday</i></b> <b><i>10/23</i></b>	Last Day To Drop For 100% Refund For Session IV. Last Day To Withdraw From College Prep Class And Not Have Enrollment In Class Count As An Attempt for Session IV.
<b><i>Tuesday</i></b> <b><i>10/24</i></b>	Last Day To Withdraw And Change From Credit To Audit For Session I Classes
<b><i>Wednesday</i></b> <b><i>10/25</i></b>	
<b><i>Thursday</i></b> <b><i>10/26</i></b>	

# Broward Community College Student Life

	<i>Friday</i> <i>10/27</i>
	<i>Saturday</i> <i>10/28</i>
	<i>Sunday</i> <i>10/29</i>

**Term II Registration Begins November 1st**

## October 30, 2000 - November 05, 2000

<b><i>Monday</i></b> <b><i>10/30</i></b>	Last Day To Drop For 100% Refund For Weekend College For Session IV.
<b><i>Tuesday</i></b> <b><i>10/31</i></b>	
<b><i>Wednesday</i></b> <b><i>11/1</i></b>	Session III Mid-Term.
<b><i>Thursday</i></b> <b><i>11/2</i></b>	

# Broward Community College Student Life

	<i>Friday</i> <i>11/3</i>
	<i>Saturday</i> <i>11/4</i>
	<i>Sunday</i> <i>11/5</i>

REGISTER NOW FOR TERM II CLASSES!



## November 06, 2000 - November 12, 2000

<b><i>Monday</i></b> <b><i>11/6</i></b>	Last Day To Withdraw And Change From Credit To Audit For Session III Classes
<b><i>Tuesday</i></b> <b><i>11/7</i></b>	
<b><i>Wednesday</i></b> <b><i>11/8</i></b>	
<b><i>Thursday</i></b> <b><i>11/9</i></b>	

# Broward Community College Student Life

Veterans Day (Observed)      No Classes	<b><i>Friday 11/10</i></b>
Veterans Day      No Classes	<b><i>Saturday 11/11</i></b>
Veterans Day (Observed)      No Classes	<b><i>Sunday 11/12</i></b>

**REGISTER NOW FOR TERM II CLASSES!**

## November 13, 2000 - November 19, 2000

<b><i>Monday</i></b> <b><i>11/13</i></b>	
<b><i>Tuesday</i></b> <b><i>11/14</i></b>	
<b><i>Wednesday</i></b> <b><i>11/15</i></b>	
<b><i>Thursday</i></b> <b><i>11/16</i></b>	Session IV Mid-Term.

# Broward Community College Student Life

	<i><b>Friday 11/17</b></i>
	<i><b>Saturday 11/18</b></i>
	<i><b>Sunday 11/19</b></i>

**REGISTER NOW FOR TERM II CLASSES!**

## November 20, 2000 - November 26, 2000

<b><i>Monday</i></b> <b><i>11/20</i></b>	Last Day To Withdraw And Change From Credit To Audit For Session IV Classes	
<b><i>Tuesday</i></b> <b><i>11/21</i></b>		
<b><i>Wednesday</i></b> <b><i>11/22</i></b>	No Evening Classes Beginning at 4:00pm	
<b><i>Thursday</i></b> <b><i>11/23</i></b>	Thanksgiving Holiday	No Classes



# Broward Community College Student Life

Thanksgiving Holiday      No Classes		<b><i>Friday 11/24</i></b>
Thanksgiving Holiday      No Classes		<b><i>Saturday 11/25</i></b>
Thanksgiving Holiday      No Classes		<b><i>Sunday 11/26</i></b>

**REGISTER NOW FOR TERM II CLASSES!**

## November 27, 2000 - December 03, 2000

<b><i>Monday</i></b> <b><i>11/27</i></b>	
<b><i>Tuesday</i></b> <b><i>11/28</i></b>	
<b><i>Wednesday</i></b> <b><i>11/29</i></b>	
<b><i>Thursday</i></b> <b><i>11/30</i></b>	

# Broward Community College Student Life

	<b><i>Friday</i></b> <b><i>12/1</i></b>
	<b><i>Saturday</i></b> <b><i>12/2</i></b>
	<b><i>Sunday</i></b> <b><i>12/3</i></b>

**REGISTER NOW FOR TERM II CLASSES!**

## December 04, 2000 - December 10, 2000

<b><i>Monday</i></b> <b>12/4</b>	
<b><i>Tuesday</i></b> <b>12/5</b>	
<b><i>Wednesday</i></b> <b>12/6</b>	
<b><i>Thursday</i></b> <b>12/7</b>	

# Broward Community College Student Life

	<i>Friday</i> <i>12/8</i>
	<i>Saturday</i> <i>12/9</i>
	<i>Sunday</i> <i>12/10</i>

REGISTER NOW FOR TERM II CLASSES!

## December 11, 2000 - December 17, 2000

<b><i>Monday</i></b> <b><i>12/11</i></b>	
<b><i>Tuesday</i></b> <b><i>12/12</i></b>	Finals Week
<b><i>Wednesday</i></b> <b><i>12/13</i></b>	Finals Week
<b><i>Thursday</i></b> <b><i>12/14</i></b>	Finals Week



# Broward Community College Student Life

Finals Week	<i>Friday</i> <i>12/15</i>
Finals Week	<i>Saturday</i> <i>12/16</i>
Finals Week	<i>Sunday</i> <i>12/17</i>

REGISTER NOW FOR TERM II CLASSES!

## December 18, 2000 - December 24, 2000

<b><i>Monday</i></b> <b><i>12/18</i></b>	Finals Week
<b><i>Tuesday</i></b> <b><i>12/19</i></b>	Session I, III & IV Grades Due To Registration Department.
<b><i>Wednesday</i></b> <b><i>12/20</i></b>	
<b><i>Thursday</i></b> <b><i>12/21</i></b>	BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.

# Broward Community College Student Life

BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.	<b><i>Friday</i></b> <b><i>12/22</i></b>
BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.	<b><i>Saturday</i></b> <b><i>12/23</i></b>
BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.	<b><i>Sunday</i></b> <b><i>12/24</i></b>

**REGISTER NOW FOR TERM II CLASSES!**

## December 25, 2000 - December 31, 2000

<b><i>Monday</i></b> <b><i>12/25</i></b>	BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.
<b><i>Tuesday</i></b> <b><i>12/26</i></b>	BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.
<b><i>Wednesday</i></b> <b><i>12/27</i></b>	BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.
<b><i>Thursday</i></b> <b><i>12/28</i></b>	BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.

# Broward Community College Student Life

<p>BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.</p>	<p><b><i>Friday 12/29</i></b></p>
<p>BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.</p>	<p><b><i>Saturday 12/30</i></b></p>
<p>BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.</p>	<p><b><i>Sunday 12/31</i></b></p>

## January 01, 2001 - January 07, 2001

<b><i>Monday</i></b> <b><i>1/1</i></b>	BCC Offices Closed December 21, 2000 Through January 1, 2001. Register On The Web Or By Telephone 467-3660.
<b><i>Tuesday</i></b> <b><i>1/2</i></b>	BCC Offices Open For Registration
<b><i>Wednesday</i></b> <b><i>1/3</i></b>	BCC Offices Open For Registration
<b><i>Thursday</i></b> <b><i>1/4</i></b>	BCC Offices Open For Registration



# Broward Community College Student Life

BCC Offices Open For Registration	<i>Friday</i> <i>1/5</i>
BCC Offices Open For Registration	<i>Saturday</i> <i>1/6</i>
	<i>Sunday</i> <i>1/7</i>

**GET INVOLVED! Stop by the Student Life Office today!**

## January 08, 2001 - January 14, 2001

<b><i>Monday</i></b> <b><i>1/8</i></b>	Term II, Session I (Jan 8 - May 7) & II (Jan 8 - Mar 2) Begins
<b><i>Tuesday</i></b> <b><i>1/9</i></b>	
<b><i>Wednesday</i></b> <b><i>1/10</i></b>	Last Day To Drop For 100% Refund For Session II. Last Day To Withdarw From College Prep Class And Not Have Enrollment In Class Count As An Attempt For Session II.
<b><i>Thursday</i></b> <b><i>1/11</i></b>	

# Broward Community College Student Life

<p>Last Day To Drop For 100% Refund For Session I. Last Day To Withdarw From College Prep Class And Not Have Enrollment In Class Count As An Attempt for Session I.</p> <p>Session I &amp; II Weekend College Classes Begin.</p>	<p><b><i>Friday</i></b> <b><i>1/12</i></b></p>
	<p><b><i>Saturday</i></b> <b><i>1/13</i></b></p>
	<p><b><i>Sunday</i></b> <b><i>1/14</i></b></p>

**GET INVOLVED! Stop by the Student Life Office today!**

## January 15, 2001 - January 21, 2001

<b><i>Monday</i></b> <b><i>1/15</i></b>	Martin Luther King, Jr. Holiday    No Classes
<b><i>Tuesday</i></b> <b><i>1/16</i></b>	
<b><i>Wednesday</i></b> <b><i>1/17</i></b>	
<b><i>Thursday</i></b> <b><i>1/18</i></b>	

# Broward Community College Student Life

	<b><i>Friday 1/19</i></b>
	<b><i>Saturday 1/20</i></b>
	<b><i>Sunday 1/21</i></b>

**GET INVOLVED! Stop by the Student Life Office today!**

## January 22, 2001 - January 28, 2001

<b><i>Monday</i></b> <b><i>1/22</i></b>	Last Day To Drop For 100% Refund For Weekend College For Session I & II.
<b><i>Tuesday</i></b> <b><i>1/23</i></b>	
<b><i>Wednesday</i></b> <b><i>1/24</i></b>	
<b><i>Thursday</i></b> <b><i>1/25</i></b>	



# Broward Community College Student Life

	<b><i>Friday 1/26</i></b>
	<b><i>Saturday 1/27</i></b>
	<b><i>Sunday 1/28</i></b>

**TAKE ONE MORE CLASS! Session III Classes Begin February 8th.**

## January 29, 2001 - February 04, 2001

<i>Monday</i> <i>1/29</i>	
<i>Tuesday</i> <i>1/30</i>	
<i>Wednesday</i> <i>1/31</i>	
<i>Thursday</i> <i>2/1</i>	

# Broward Community College Student Life

Session II Mid-Terms	<i>Friday</i> <i>2/2</i>
	<i>Saturday</i> <i>2/3</i>
	<i>Sunday</i> <i>2/4</i>

**TAKE ONE MORE CLASS! Session III Classes Begin February 8th.**

## February 05, 2001 - February 11, 2001

<b><i>Monday</i></b> <b><i>2/5</i></b>	
<b><i>Tuesday</i></b> <b><i>2/6</i></b>	Last Day To Withdraw And Change From Credit To Audit For Session II Classes.
<b><i>Wednesday</i></b> <b><i>2/7</i></b>	
<b><i>Thursday</i></b> <b><i>2/8</i></b>	Session III (Feb 8 - May 7) Classes Begin.

# Broward Community College Student Life

Session III (Feb 8 - May 7) Weekend College Classes Begin.	<i>Friday</i> <i>2/9</i>
	<i>Saturday</i> <i>2/10</i>
	<i>Sunday</i> <i>2/11</i>

## February 12, 2001 - February 18, 2001

<b><i>Monday</i></b> <b><i>2/12</i></b>	
<b><i>Tuesday</i></b> <b><i>2/13</i></b>	Last Day To Drop For 100% Refund For Session III. Last Day To Withdarw From College Prep Class And Not Have Enrollment In Class Count As An Attempt for Session III.
<b><i>Wednesday</i></b> <b><i>2/14</i></b>	
<b><i>Thursday</i></b> <b><i>2/15</i></b>	

# Broward Community College Student Life

	<i>Friday</i> <i>2/16</i>
	<i>Saturday</i> <i>2/17</i>
	<i>Sunday</i> <i>2/18</i>



## February 19, 2001 - February 25, 2001

<b><i>Monday</i></b> <b><i>2/19</i></b>	Last Day To Drop For 100% Refund For Weekend College For Session III.
<b><i>Tuesday</i></b> <b><i>2/20</i></b>	
<b><i>Wednesday</i></b> <b><i>2/21</i></b>	
<b><i>Thursday</i></b> <b><i>2/22</i></b>	

# Broward Community College Student Life

	<i>Friday</i> <i>2/23</i>
	<i>Saturday</i> <i>2/24</i>
	<i>Sunday</i> <i>2/25</i>

See your advisor NOW! Summer registration begins March 13th.

## February 26, 2001 - March 04, 2001

<b><i>Monday</i></b> <b><i>2/26</i></b>	
<b><i>Tuesday</i></b> <b><i>2/27</i></b>	
<b><i>Wednesday</i></b> <b><i>2/28</i></b>	
<b><i>Thursday</i></b> <b><i>3/1</i></b>	

# Broward Community College Student Life

	<i>Friday</i> <i>3/2</i>
	<i>Saturday</i> <i>3/3</i>
	<i>Sunday</i> <i>3/4</i>

See your advisor NOW! Summer registration begins March 13th.

## March 05, 2001 - March 11, 2001

<b><i>Monday</i></b> <b><i>3/5</i></b>	Spring Break      No Classes
<b><i>Tuesday</i></b> <b><i>3/6</i></b>	Spring Break      No Classes
<b><i>Wednesday</i></b> <b><i>3/7</i></b>	Spring Break      No Classes
<b><i>Thursday</i></b> <b><i>3/8</i></b>	Spring Break      No Classes

# Broward Community College Student Life

<b>Spring Break</b> <b>No Classes</b>	<b><i>Friday</i></b> <b><i>3/9</i></b>
<b>Spring Break</b> <b>No Classes</b>	<b><i>Saturday</i></b> <b><i>3/10</i></b>
<b>Spring Break</b> <b>No Classes</b>	<b><i>Sunday</i></b> <b><i>3/11</i></b>

See your advisor NOW! Summer registration begins March 13th.

## March 12, 2001 - March 18, 2001

<b><i>Monday</i></b> <b><i>3/12</i></b>	Session IV (Mar 12 - May 7) Classes Begin.
<b><i>Tuesday</i></b> <b><i>3/13</i></b>	
<b><i>Wednesday</i></b> <b><i>3/14</i></b>	Last Day To Drop For 100% Refund For Weekend College For Session IV.
<b><i>Thursday</i></b> <b><i>3/15</i></b>	Last Day To Withdraw And Change From Credit To Audit For Session I Classes



# Broward Community College Student Life

Session IV (Mar 12 - May 7) Weekend Classes Begin.	<b><i>Friday 3/16</i></b>
	<b><i>Saturday 3/17</i></b>
	<b><i>Sunday 3/18</i></b>

**REGISTER NOW for Summer Classes!**

## March 19, 2001 - March 25, 2001

<b><i>Monday</i></b> <b><i>3/19</i></b>	
<b><i>Tuesday</i></b> <b><i>3/20</i></b>	
<b><i>Wednesday</i></b> <b><i>3/21</i></b>	
<b><i>Thursday</i></b> <b><i>3/22</i></b>	

# Broward Community College Student Life

	<b><i>Friday 3/23</i></b>
	<b><i>Saturday 3/24</i></b>
	<b><i>Sunday 3/25</i></b>

**REGISTER NOW for Summer Classes!**

## March 26, 2001 - April 01, 2001

<b><i>Monday</i></b> <b><i>3/26</i></b>	
<b><i>Tuesday</i></b> <b><i>3/27</i></b>	
<b><i>Wednesday</i></b> <b><i>3/28</i></b>	
<b><i>Thursday</i></b> <b><i>3/29</i></b>	Last Day To Withdraw And Change From Credit To Audit For Session III Classes

# Broward Community College Student Life

	<i>Friday</i> <i>3/30</i>
	<i>Saturday</i> <i>3/31</i>
	<i>Sunday</i> <i>4/1</i>

April 02, 2001 - April 08, 2001

<i>Monday</i> <i>4/2</i>	
<i>Tuesday</i> <i>4/3</i>	
<i>Wednesday</i> <i>4/4</i>	
<i>Thursday</i> <i>4/5</i>	

# Broward Community College Student Life

	<i>Friday 4/6</i>
	<i>Saturday 4/7</i>
	<i>Sunday 4/8</i>

REGISTER NOW for Summer Classes!



## April 09, 2001 - April 15, 2001

<b><i>Monday</i></b> <b><i>4/9</i></b>	
<b><i>Tuesday</i></b> <b><i>4/10</i></b>	Last Day To Withdraw And Change From Credit To Audit For Session IV Classes
<b><i>Wednesday</i></b> <b><i>4/11</i></b>	
<b><i>Thursday</i></b> <b><i>4/12</i></b>	

## Broward Community College Student Life

BCC Colleague Recognition Day	No Classes	<b><i>Friday 4/13</i></b>
		<b><i>Saturday 4/14</i></b>
		<b><i>Sunday 4/15</i></b>

**REGISTER NOW for Summer Classes!**

**April 16, 2001 - April 22, 2001**

<b><i>Monday</i></b> <b><i>4/16</i></b>	
<b><i>Tuesday</i></b> <b><i>4/17</i></b>	
<b><i>Wednesday</i></b> <b><i>4/18</i></b>	
<b><i>Thursday</i></b> <b><i>4/19</i></b>	

# Broward Community College Student Life

	<i>Friday 4/20</i>
	<i>Saturday 4/21</i>
	<i>Sunday 4/22</i>

**April 23, 2001 - April 29, 2001**

<b><i>Monday</i></b> <b><i>4/23</i></b>	
<b><i>Tuesday</i></b> <b><i>4/24</i></b>	
<b><i>Wednesday</i></b> <b><i>4/25</i></b>	
<b><i>Thursday</i></b> <b><i>4/26</i></b>	

# Broward Community College Student Life

	<i>Friday</i> <i>4/27</i>
	<i>Saturday</i> <i>4/28</i>
	<i>Sunday</i> <i>4/29</i>

**REGISTER NOW for Summer Classes!**

## April 30, 2001 - May 06, 2001

<b><i>Monday</i></b> <b><i>4/30</i></b>	
<b><i>Tuesday</i></b> <b><i>5/1</i></b>	Finals Week Last Day Of Classes for Session I, III & IV.
<b><i>Wednesday</i></b> <b><i>5/2</i></b>	Finals Week Last Day Of Classes for Session I, III & IV.
<b><i>Thursday</i></b> <b><i>5/3</i></b>	Finals Week Last Day Of Classes for Session I, III & IV.



# Broward Community College Student Life

<b>Finals Week</b> <b>Last Day Of Classes for Session I, III &amp; IV.</b>	<b><i>Friday</i></b> <b><i>5/4</i></b>
<b>Finals Week</b> <b>Last Day Of Classes for Session I, III &amp; IV.</b>	<b><i>Saturday</i></b> <b><i>5/5</i></b>
<b>Finals Week</b> <b>Last Day Of Classes for Session I, III &amp; IV.</b>	<b><i>Sunday</i></b> <b><i>5/6</i></b>

**REGISTER NOW for Summer Classes!**

## May 07, 2001 - May 13, 2001

<b><i>Monday</i></b> <b><i>5/7</i></b>	Finals Week Last Day Of Classes for Session I, III & IV.
<b><i>Tuesday</i></b> <b><i>5/8</i></b>	GRADUATION
<b><i>Wednesday</i></b> <b><i>5/9</i></b>	
<b><i>Thursday</i></b> <b><i>5/10</i></b>	

# Broward Community College Student Life

	<i><b>Friday 5/11</b></i>
	<i><b>Saturday 5/12</b></i>
	<i><b>Sunday 5/13</b></i>

## May 14, 2001 - May 20, 2001

<b><i>Monday</i></b> <b><i>5/14</i></b>	Term III, Sessions I (May 14 - Aug 10) & II (May 14 - Jun 26) Begins
<b><i>Tuesday</i></b> <b><i>5/15</i></b>	
<b><i>Wednesday</i></b> <b><i>5/16</i></b>	Last Day To Drop For 100% Refund For Session II. Last Day To Withdraw From College Prep Class And Not Have Enrollment In Class Count As An Attempt for Session II.
<b><i>Thursday</i></b> <b><i>5/17</i></b>	

# Broward Community College Student Life

<p><b>Last Day To Drop For 100% Refund For Session II.</b> <b>Last Day To Withdarw From College Prep Class And Not Have Enrollment In Class Count As An Attempt for Session II.</b></p> <p><b>Term III, Sessions I &amp; II Weekend College Classes Begin.</b></p>	<p><b><i>Friday</i></b> <b><i>5/18</i></b></p>
	<p><b><i>Saturday</i></b> <b><i>5/19</i></b></p>
	<p><b><i>Sunday</i></b> <b><i>5/20</i></b></p>

## May 21, 2001 - May 27, 2001

<b><i>Monday</i></b> <b><i>5/21</i></b>	Last Day To Drop For 100% Refund For Weekend College For Sessions I & II.
<b><i>Tuesday</i></b> <b><i>5/22</i></b>	
<b><i>Wednesday</i></b> <b><i>5/23</i></b>	
<b><i>Thursday</i></b> <b><i>5/24</i></b>	

# Broward Community College Student Life

	<i>Friday</i> <i>5/25</i>
	<i>Saturday</i> <i>5/26</i>
	<i>Sunday</i> <i>5/27</i>



**2000 - 2001  
Broward Community College  
Student Handbook and Planner**

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# Broward Community College

[www.broward.cc.fl.us](http://www.broward.cc.fl.us)



*Opening doors to a brighter future*